

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, September 9 – Monday, October 7, 2019*, and at the exhibit facility beginning *Wednesday, October 9, 2019*. 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, Banner Hanging, and Lead Scanning:**
 - Forms for ordering Power, Internet, AV and Lead Retrieval services are also included in the exhibitor kit, although these services are not provided by CSS.
- **Assistance:** Please do not hesitate to contact us 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 conference, speaker, etc. 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 October 9th through the end of the conference. You may reach us at the on-site AISES information booth located at the 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.

2019 AISES NATIONAL CONFERENCE

Wisconsin Center

Milwaukee, Wisconsin

Thursday, October 10 – Saturday, October 12, 2019

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 5.6% in Milwaukee, Wisconsin**. Sales tax is applicable to rentals. I&D labor, forklift labor, material handling, and cleaning services are exempt in the state of Wisconsin. *(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
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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: 2019 AISES National Conference

EXHIBIT HALL

Exhibitor Move-In:	Thursday, October 10, 2019	7:00AM – 5:00PM
Show Date:	Friday, October 11, 2019	9:00AM – 4:00PM
Exhibitor Move-Out:	Friday, October 11, 2019	4:00PM – 5:00PM <i>(Exhibitor Feedback Session)</i>
	Friday, October 11, 2019	5:00PM – 8:30PM

MARKETPLACE

Vendor Move-In:	Thursday, October 10, 2019	8:00AM – 12:00PM
Show Date(s):	Thursday, October 10, 2019	12:00PM – 5:00PM
	Friday, October 11, 2019	10:00AM – 6:00PM
	Saturday, October 12, 2019	10:00AM – 5:30PM
Vendor Move-Out:	Saturday, October 12, 2019	5:30PM – 7:00PM

Outside freight carriers must be checked in by: **Friday, October 11, 2019 @ 7:00PM**
 All materials must be packed with bill(s) of lading turned in to **CSS** by: **Friday, October 11, 2019 @ 8:30PM**

SHOW LOCATION: Wisconsin Center • Exhibit Halls B, C, & D • 400 W. Wisconsin Ave. • Milwaukee, WI 53203

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
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The exhibit hall **IS NOT** carpeted. Aisle Carpet is **Tuxedo**.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	Monday, September 09, 2019
Submission deadline for exhibitor appointed contractor (EAC) notification:	Monday, September 09, 2019
Last date to receive certificate of insurance for EAC:	Monday, September 09, 2019
Advance Orders and Payment Deadline:	Thursday, September 19, 2019
Last date freight can arrive at the advance warehouse:	Monday, October 07, 2019
First date for direct shipments to facility:	Wednesday, October 09, 2019

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING Monday – Friday 8:00AM – 2:30PM Monday, September 9 – Monday, October 7, 2019 ADVANCE SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # AISES 2019 c/o CSS YRC Milwaukee – 313 6880 South Howell Ave. Oak Creek, WI 53154

FIRST DAY FOR DIRECT FREIGHT Wednesday, October 9, 2019 --- 8:00AM – 5:00PM Thursday, October 10, 2019 --- 8:00AM – 5:00PM DIRECT SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # c/o CSS AISES 2019 Wisconsin Center – Halls B, C, & D 850 N. 6 th Street Milwaukee, WI 53203



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2019	Advance Payment Deadline: Thursday, September 19, 2019	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	
Labor	
Material Handling	
Cleaning	
Floral	
Sign/Graphics	
<i>Forms included but ordered form a different location</i>	
Electrical / IT / Mechanical	XXXXXXXX
Audio Visual	XXXXXXXX
Banner/Sign Hanging	XXXXXXXX
Catering	XXXXXXXX
Lead Retrieval	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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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 19, 2019**. *(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 19, 2019**.
- 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 2019	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 2019	Advance Payment Deadline: Thursday, September 19, 2019	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Description	Advance Price	Standard Price
	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	319	382

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	335	400

TABLE SKIRTING (choose skirt color below)

	4th Side Table Drape for Table 30"H	62	80
	4th Side Table Drape for Counter 40"H	71	93
	Individual Table Skirt for Table 30"H	69	83
	Individual Table Skirt for Counter 40"H	80	96

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/ 1/2 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
	Upholstered Bar Stool with Back	110	138
	Bag Rack ("T"-Style)	91	118
	Literature Rack (flat)	208	249
	Aluminum Easel	41	49
	iPad Stand	236	284
	Wastebasket with Liner	28	34
	Fishbowl	39	47
	4' x 8' Poster Board (circle choices) Horizontal or Vertical	191	229
	4'L Table Riser (draped in vinyl)	74	89

*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 Red Hunter Green
 Black White Silver Plum Burgundy

SPANDEX COLOR CHOICES (please circle choice)

Red Black Blue
 White Teal Silver

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (5.6%)	\$
TOTAL	\$



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FURNISHINGS-TABLES

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



DRAPED PEDESTAL

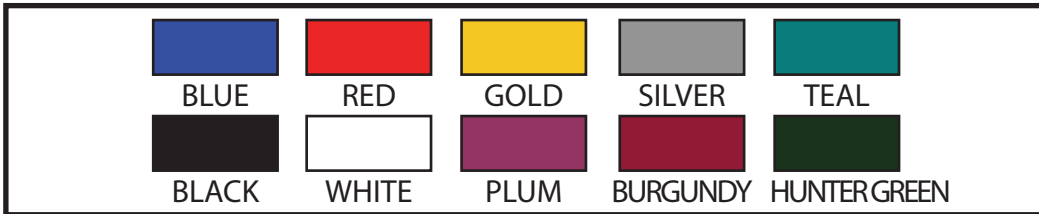
2' W X 2' L X 30" H



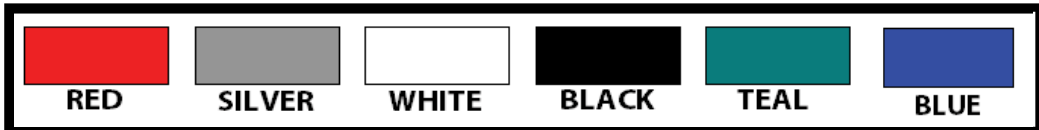
DRAPED PEDESTAL

2' W X 2' L X 40" H

DRAPE COLORS



SPANDEX COLORS



SPANDEX HIGHBOY

30" D X 40" H



UNDRAPED TABLE/COUNTER

2' W X (4', 6', OR 8' L) X 30" H OR 40" H



36" ROUND BLACK/WHITE

CONFERENCE TABLE/COUNTER

36" D x 30" or 40" H



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FURNISHINGS-CHAIRS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



PADDED SIDE CHAIR

SPECKLED GREY/BLACK



MOLDED PLASTIC CHAIR

GREY



UPHOLSTERED BAR STOOL

SPECKLED GREY/BLACK



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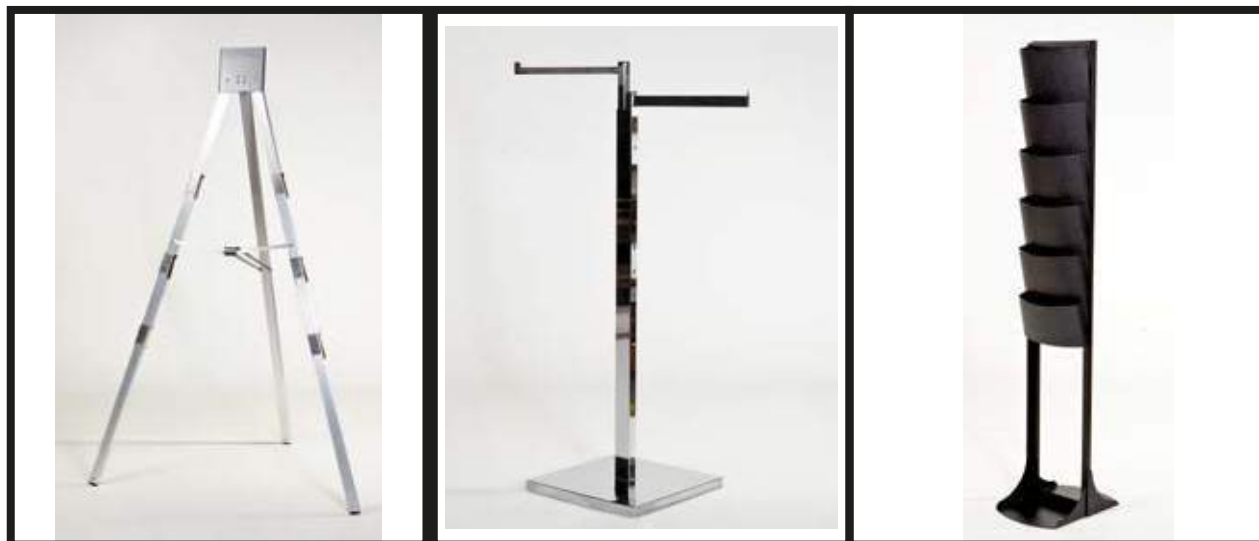
FURNISHINGS-ACCESSORIES

CONVENTION SERVICES OF THE SOUTHWEST, INC.



**POSTER BOARD
(HORIZONTAL
OR VERTICAL)
4' X 8'**

IPAD STAND



**ALUMINUM EASEL
64" H X 32" W X 32" L**

**T CHROME
BAG RACK
50" H X 15" W X 12" L**

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



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2019	Advance Payment Deadline: Thursday, September 19, 2019	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
	Modern Chair	33.5"H x 21"W x 19.5"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	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

UPGRADE SEATING

	Barrel Chair	29"H x 28"W x 29"D	Black Only	332
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****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (5.6%)	\$
TOTAL	\$

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



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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



**MODERN CHAIR
 WHITE ONLY**
 33.5" H x 21" W x 19.5"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)



24" BISTRO TABLE 42" H x 24" D with adjustable seat
 Shown with Jetson Chairs 15"x15" (adjustable seat rented separately)

(Available
 in black
 or white)



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



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



BARREL CHAIR
29" H x 28" W x 29" D



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



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



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CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2019	Advance Payment Deadline: Thursday, September 19, 2019	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	9' x 10' carpet	183	237
	9' x 20' carpet	366	474
	9' x 30' carpet	549	711

STANDARD CARPET COLOR *(please circle color choice)*

Blue Red Grey Hunter Green Black Burgundy

SPECIAL CUT STANDARD CARPET

Special sizes are available at **\$4.35** 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 \$4.35 = \$ _____ TOTAL

Visqueen is available at **\$0.90** per square foot installed

_____ x _____ = _____ square feet x \$0.90 = \$ _____ TOTAL

Carpet Padding is available at **\$1.80** per square foot installed (100 sq. ft. min)

_____ x _____ = _____ square feet x \$1.80 = \$ _____ 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 (5.6%)	\$
TOTAL	\$

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



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PRESTIGE CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2019	Advance Payment Deadline: Thursday, September 19, 2019	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 **\$0.53** per square foot installed

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

Carpet Padding is available at **\$0.66** 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 (5.6%)	\$
TOTAL	\$



1921 Bellamah NW
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www.cssabq.com

email us @
esr@cssabq.com

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



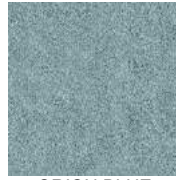
PINE



FOREST



PACIFIC



ORION BLUE



LITE BLUE



NAUTICAL



CARIBBEAN



PROCESS BLUE



BRIGHT BLUE



ATLANTIC



REFLEX BLUE



BLUEBERRY



INTENSE BLUE



DEEP BLUE



NAVY



PURPLE



CREAM



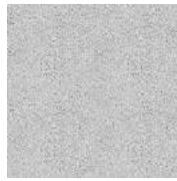
VANILLA



SNOWFLAKE



WHITE



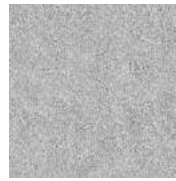
ALUMINUM



FLANNEL



FOG



TITANIUM



SILVER MIST



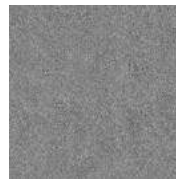
GREY BLUE



MEDIUM GREY



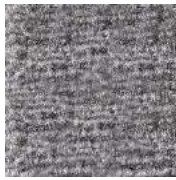
COOL GREY



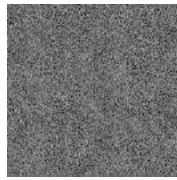
STEEL



CHARCOAL



GREY



ENGLISH GREY



SMOKEY



SMOKE



BLACK



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2019	Advance Payment Deadline: Thursday, September 19, 2019	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Display labor & Forklift will be billed in 1/2 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)	\$113.00 per person/per hour
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$169.50 per person/per hour
Sundays and Holidays	\$226.00 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	\$271.00 per hour
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$406.50 per hour
Sundays and Holidays	\$542.00 per hour

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

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

PLAN A - EXHIBITOR SUPERVISION

All work is performed under the supervision of the Exhibitor. Starting time can be guaranteed only in those instances where persons are requested for the start of the working day, 8:00AM. If labor is not picked up or canceled without 24-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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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, re-crating, 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 LIABILITY

PLEASE READ:

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

CSS will not be liable to any extent whatsoever for any actual, potential, or assumed loss 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 2019	Advance Payment Deadline: Thursday, September 19, 2019	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 8:00AM – 2:30PM Monday, September 9 – Monday, October 7, 2019 ADVANCE SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # AISES 2019 c/o CSS YRC Milwaukee – 313 6880 South Howell Ave. Oak Creek, WI 53154
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Wednesday, October 9, 2019 --- 8:00AM – 5:00PM Thursday, October 10, 2019 --- 8:00AM – 5:00PM DIRECT SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # c/o CSS AISES 2019 Wisconsin Center – Halls B, C, & D 850 N. 6 th Street Milwaukee, WI 53203
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, October 11, 2019 @ 8:00PM****

SAMPLE: Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 112</u> per cwt = <u>\$ 560</u>

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.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

AISES 2019


c/o CSS

YRC Milwaukee - 313
6880 South Howell Ave.
Oak Creek, WI 53154

Warehouse Hours: M-F 8AM-2:30PM

MUST ARRIVE BY: Mon., October 7, 2019

RUSH



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

AISES 2019

c/o CSS


YRC Milwaukee - 313
6880 South Howell Ave.
Oak Creek, WI 53154

Warehouse Hours: M-F 8AM-2:30PM

MUST ARRIVE BY: Mon., October 7, 2019

RUSH

DIRECT SHIPPING LABELS



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

AISES 2019

c/o CSS

Wisconsin Center - Halls B, C, & D
850 N. 6th Street
Milwaukee, WI 53203

Must NOT arrive before 10/9/19

DIRECT Shipments Received:
Wed., October 9, 2019 - 8:00AM - 5:00PM
Thur., October 10, 2019 - 8:00AM - 5:00PM

RUSH



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: _____ NO. _____ of _____ PCS

AISES 2019

c/o CSS

Wisconsin Center - Halls B, C, & D
850 N. 6th Street
Milwaukee, WI 53203

Must NOT arrive before 10/9/19

DIRECT Shipments Received:
Wed., October 9, 2019 - 8:00AM - 5:00PM
Thur., October 10, 2019 - 8:00AM - 5:00PM

RUSH



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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2019	Advance Payment Deadline: Thursday, September 19, 2019	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 is 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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f. 505.243.8197
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KEEP IT SIMPLE
5% Show Discount on Freight
(over show special weight of 140lbs)

L O G I S T I C S

CSS Logistics, Inc. is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: **2019 AISES National Conference**
Wisconsin Center, Milwaukee, WI
October 10-12, 2019

Dear Exhibitor:

As the preferred carrier for CSS, we will take extra care in seamlessly moving your freight from point of origin to show, whether it ships to the advance warehouse or directly to the show floor.

We are offering a show special to ship to advance warehouse as well as from the show floor. This rate is deferred Ground Service to the Advance Warehouse and a credit card authorization form must be on file. If you ship round trip there is an additional 5% discounted off the total.

There is NO ADDITIONAL CHARGE for residential pick up/deliveries, lift gate requirements, fuel surcharges, and/or tradeshow overtime or detention fees.

SHOW SPECIAL

\$285.00 *each way*

Only applies to total shipping weight of up to 140lbs

*All items handled by CSS are subject to Material Handling charges regardless of carrier or weight.
Please contact CSS for Material Handling requirements for your show at esr@cssabq.com*

You pack-n-wrap

We provide labels and shipping documents

Ordering couldn't be simpler. There are two order forms attached for your convenience: One to ship to the advance warehouse and one to ship out at the end of the show. Complete the applicable information (greyed areas have been filled out for you) credit card authorization, and initial the limits of liability document (this is a required form), fax or email back, and we'll do the rest!

Show Special Shipping is 2-5 Day Ground Deferred Transit Time depending on location.

Thank you for your business!



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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: **2019 AISES National Conference**

Booth #:

FREIGHT IS ACCEPTED FROM: Monday, September 9 – Monday October 7, 2019

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 Milwaukee 313

Address: 6880 S Howell Ave

City: Oak Creek State: WI Zip: 53154

SHIP BY GROUND (Circle One)

Standard Ground – ships in 2-5 days

Time Critical – ships 1-2 days faster than standard

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 are paid IN FULL at time of weight verification (approximately 24 hours after picking up) 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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ORDER FORM RETURN FROM SHOW

L O G I S T I C S

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

Show Name: **2019 AISES National Conference**

Booth #

Exhibiting Company:

Facility: Wisconsin Center, Exhibit Halls B,C,D

Pick Up Address: 400 W. Wisconsin NE

City: Milwaukee

State: WI

Zip: 53203

Ship TO (Consignee):

Contact Name and Phone #:

Address:

City:

State:

Zip:

COMPLETE IF SHIPPING TO ANOTHER TRADESHOW:

If YES, is it shipping to (circle one): 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)

Credit Card #:

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Expiration Date:

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CIV Code:

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Billing Zip Code:

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

Name on card / Signature

EMAIL (REQUIRED)

Date



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.



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

email us @
 CSSL@cssabq.com

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



1921 Bellamah NW
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 t. 505.243.9889
 f. 505.243.8197
 www.cssabq.com

email us @
 esr@cssabq.com

CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2019	Advance Payment Deadline: Thursday, September 19, 2019	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CLEANING SERVICES (select only one of the services below)

SERVICES AVAILABLE		
Quantity (# of booths)	Description	Price
	Initial Cleaning (Vacuum & empty wastebasket(s) before first show day only)	\$.55 per sq. ft. (One Day)
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$2.00 per sq. ft. (Daily)

PLEASE COMPUTE COST BELOW.

(To compute booth size: Length x Width)

NOTE: A MINIMUM OF 100 SQ. FT. WILL BE ASSESSED FOR TOTAL SQ. FT. AMOUNT.

# of Booths	X	Booth Size	=	Total sq. ft.	X	Rate per sq. ft.	X	# of Days	=	Subtotal
_____	X	_____	=	_____	X	_____	X	_____	=	_____

Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$ _____
Tax Exempt	\$ -----
TOTAL	\$ _____



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email us @
 esr@cssabq.com

FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2019	Advance Payment Deadline: Thursday, September 19, 2019	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 (<i>please circle choice</i>) Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	95	113	
	Mums (<i>select color</i>) 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 (5.6%)		\$
		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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 www.cssabq.com

email us @
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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2019	Advance Payment Deadline: Thursday, September 19, 2019	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		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$	
Tax (5.6%)	\$	
TOTAL	\$	

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 1/2 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:



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 devices nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

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

cooking and/or warming devices.

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

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

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self-extinguish if tipped over and that do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter; **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in 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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email us @
esr@cssabq.com

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.





WCD Service Order Form

Available Services: Information Technology, Electrical and Mechanical

*Wisconsin Center District: Owners and Operators of the
Wisconsin Center · Miller High Life Theatre · UW-Milwaukee Panther Arena*

General Information:

Please familiarize yourself with the enclosed materials to avoid service installation delays. If you have any questions please call our Exhibitor Services Department at (414) 908-6053. No order will be taken over the phone. Orders must be submitted with payment.

Online Ordering:

We now offer online ordering at <https://www.orders.wcd.org/> for our exhibitor services. Fill out the required information and submit.

Payment:

Full payment of service order must accompany order. We should receive your order and payment *at least fourteen (14) days before the first move-in day*. ORDERS RECEIVED LATER OR WITHOUT FULL PAYMENT ARE SUBJECT TO STANDARD PRICES. All labor, changes to your order, as well as long-distance toll call charges will be billed after the end of the show. For your convenience the Wisconsin Center District accepts Visa, MasterCard, American Express, and Discover, check or money order.

Internet Access:

FREE Wi-Fi is available throughout the entire Wisconsin Center. It is meant mainly for checking email. It is NOT recommended for Mission-Critical applications, such as Registration, Exhibitors applications, Video streaming or any other use that would be need faster and/or more bandwidth. For those tasks, the Wisconsin Center District (WCD) offers high-speed wired internet connections throughout our facility. Each wired internet connection ordered is intended for 1 device only, routers and hubs are prohibited and can be ordered through the attached order form or online. Our High Speed Wi-Fi offering is also available on the order form per device.

Telecommunications:

The WCD maintains a digital PBX (Private Branch Exchange) telephone switch manufactured by Avaya Technologies—a world leader in communications technology.

I.T. Specialty Services:

Fiber-Optic Ethernet, computer and equipment rentals, custom video services, videotaping, consulting VLAN's and Firewalls, available upon request.

Electrical:

The WCD Electrical Department offers 120v, 208v and 480v service in the exhibit hall. Standard services are located on the attached worksheet. To reserve 480v power for your booth, contact WCD Exhibitor Services Department 30 days in advance of your event. Specialty services such as 480v and overhead power have limited availability due to location restrictions in the hall.

Mechanical:

The WCD Engineering Department offers gas, water and air services. Standard services are located on the attached worksheet. For water requests in excess of 1000 gallons or gas and water requests which require specific connections not listed on the attached worksheet, contact Wisconsin Center District Exhibitor Services Department 30 days in advance of your event.

Call Kelly Delo with EXHIBITOR SERVICES at (414) 908-6053

OTHER SERVICE CONTACTS:

Food & Beverage Services: Levy Restaurants, Inc. (414) 908-6150
Conference Technologies, Inc. (414) 908-6180

WCD Mailing Address:

Attn: Exhibitor Services • Wisconsin Center District • 400 West Wisconsin Avenue • Milwaukee, WI 53203

WCD Main Tel.: (414) 908-6000

Exhibitor Services: (414) 908-6053 Email: ExhibitorSvc@wcd.org

WISCONSIN CENTER DISTRICT 2019 EXHIBITOR SERVICES ORDER FORM

Advance prices apply only to orders received by the WCD at least 14 days prior to the 1st day of the event scheduled move-in.

Owners and Operators of the Wisconsin Center · UW-Milwaukee Panther Arena · Miller High Life Theatre

Mailing Address: Wisconsin Center District · 400 West Wisconsin Avenue · Milwaukee, WI 53203-2104

If you prefer, you can place your order online at <https://www.orders.wcd.org>

Name of Event: _____ Date(s) of Event: _____

Firm Name: _____ Location / Booth #: _____

Address, City, State, Zip: _____

Contact: _____ Phone: _____ Email: _____

A. Electrical

Custom Service Labor/Materials: male plug conversions, hard wiring connections, Multiple outlets, booth to booth cable runs, 3 phase, overhead power, relocation of installed cables, retapping transformer from foreign to domestic, or lift rental. Material charges or Electrician's discretion may result in higher charges. Limited availability: 480v and other amps/volts; call for pricing.

Prices are per event cost.				
Qty	Description	Advanced	Standard	Amount 24 hr.
_____	Standard 20 amp 120v	\$155.00	\$230.00	_____ □
_____	Power Strip (6 plug-order)	\$32.00	\$42.00	_____
_____	Extension Cord (25 ft.)	\$32.00	\$42.00	_____

If ordering a power strip or extension cord standard 20amp has to be ordered.

A plug conversion by WCD is \$50.00 for 10-30 amps, 208v, 1 or 3 phase, and no additional cost when you bring in a standard male NEMA L21-30P on your equipment pigtail. Hardwired connections using WCD pigtails will cost an additional \$110.00. All 480v connections will be hard wired by the WCD. Items not returned will be billable.

_____	10-30 amp 208v 1 phase	\$260.00	\$310.00	_____ □
_____	40-60 amp 208v 1 phase	\$300.00	\$350.00	_____ □
_____	70-100 amp 208v 1 phase	\$350.00	\$400.00	_____ □
_____	10-30 amp 208v 3 phase	\$340.00	\$390.00	_____ □
_____	40-60 amp 208v 3 phase	\$390.00	\$440.00	_____ □
_____	70-100 amp 208v 3 phase	\$560.00	\$610.00	_____ □
_____	Amps _____ Volts _____ Phase _____	Call for pricing.		
_____	Electrical Labor	Call for hourly rate.		
_____	24 Hour Power outlet cost: _____	x 0.50 _____		

For other amps / volts not listed, call (414) 908-6053 for pricing.

Tax not charged on Electrical Services.

Subtotal Electrical: _____

C. Mechanical

Compressed Air: Supply your own drier or regulator. Labor, lift, and/or material charges may apply for some installs (see attached Service Conditions & Regulations). Portable Air Compressors are not allowed on site. WCD does not have metric fittings. All lines are a standard female quick disconnect plus a shut off valve.

Prices are per event cost.				
Qty	Description	Advanced	Standard	Amount
_____	Compressed Air (select size)	\$175.00	\$250.00	_____
_____	_____ 1/4" _____ 3/8"	Make sure to check size.		
_____	Compressed Air 1/2"	\$240.00	\$315.00	_____
_____	Gas Line	\$225.00	\$275.00	_____
_____	Water/ Drain (Running Water)	\$300.00	\$345.00	_____
_____	Water (Additional Running)	\$90.00	\$100.00	_____
_____	Water Only (No Drain)	\$195.00	\$220.00	_____

*Water/ Drain (Fill): Each order includes one time water fill & drain up to 500 gallons.

_____	*Water/ Drain (1 Fill-500 gallons)	\$305.00	\$345.00	_____
_____	Add 1 fill --Each 50 gallons	\$55.00	\$65.00	_____
_____	Engineering Labor	Call for hourly rate.		

Tax not charged on Mechanical Services.

Subtotal Mechanical: _____

B. Information Technology (I.T.)

Please contact the WCD IT Department to discuss any special applications or equipment that will be using internet access to ensure proper programming of internet services: (414) 908-6087.

Prices are per event cost.				
Qty	Description	Advanced	Standard	Amount
_____	Wired Internet (per device)	\$250.00	\$300.00	_____
_____	Wireless Internet (Wi-Fi - per device)	\$150.00	\$200.00	_____
_____	Internet Bandwidth (Ultra-high Speed - WEBCAST, special applications, etc.)	Call for pricing. (414) 908-6087		_____
_____	Phone & Line-Analog (local & 800)	\$150.00	\$200.00	_____ □
_____	Multi-Line Set with 3 lines (Digital)	\$200.00	\$250.00	_____ □
_____	Cellular/Mobile Device Chargers	\$100.00	\$150.00	_____
_____	Polycom Teleconferencing unit w/ line	\$300.00	\$350.00	_____
_____	Internal Networking (per device)	\$150.00	\$200.00	_____
_____	IT Labor	Call for hourly rate _____		

If ordering a phone line, please check the box to the right if you need long distance.

Long-distance per minute:		Tax charged on I.T. Services.	
US - \$.35; Mexico - \$1.75; Canada - \$1.75;	Pretax Subtotal:	_____	_____
ISDN (US LD) - \$1.20; Dir. Asst. - \$2.50/call;	Tax (5.6% or Exempt #):	_____	_____
International - \$3.00	Subtotal I.T.:	_____	_____

D. Request for Installation

Install before: _____ Date / Time: _____ AM / PM

Remove after: _____ Date / Time: _____ AM / PM

E. Services Grand Total

F. WCD Payment Information

Wisconsin Center District • Attn: Exhibitor Services
• 400 W. Wisconsin Ave. • Milwaukee, WI 53203 •

• Phone: (414) 908-6053 • Email: ExhibitorSvc@wcd.org •

If you prefer, you can place your order online at <https://www.orders.wcd.org>

Select method of payment:

Check and money order payable to: Wisconsin Center District

- Check
 Money Order
 Credit Card *

* Note: For credit cards orders, you must complete the Wisconsin Center District Credit Card Authorization Form

WCD Use Only

Date: _____ Total: _____

Initial: _____ Other: _____



Credit Card Authorization

Booth # _____

I, _____ authorize Wisconsin Center District to bill my
Authorized By (Print Name)

Credit Card for charges listed on my order form and any additional charges incurred for

Event Name

CREDIT CARD (Circle One) AMERICAN EXPRESS, VISA, MASTER CARD, DISCOVER

CARD NUMBER: _____

EXPIRATION DATE: _____ SECURITY CODE _____

Company Name: _____

Card Holder: _____
Please Print

Signature: _____ Date: _____

Phone: _____ Email: _____

Call Kelly DeLo with EXHIBITOR SERVICES at (414) 908-6053

WCD Mailing Address:

Attn: Exhibitor Services • Wisconsin Center District • 400 West Wisconsin Avenue • Milwaukee, WI 53203

WCD Main Tel.: (414) 908-6000

Exhibitor Services: (414) 908-6053 Email: ExhibitorSvc@wcd.org

Thank you for your order and we look forward to seeing you in Milwaukee!

SERVICE CONDITIONS AND REGULATIONS

1. PAYMENT INFORMATION

- A. Company checks, money orders, Master Card, American Express, Discover and Visa are accepted for payment, and subject to fund
- B. To receive advance price, submit your order with full payment a minimum of fourteen (14) days prior to the first scheduled event move-in date. Orders submitted without full payment or received after the 14-day cut-off date are subject to standard prices.
- C. Arrangements for payment of services must be made before service is installed. Payment IN FULL must be rendered before end-of-show unless prior arrangements have been made with Exhibitor Services. Exception: labor, long distance toll charges, damaged, and/or missing equipment and other services/items may be billed after the event.

2. RATES AND LABOR CHARGES

- A. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- B. Special placement or relocation of service will result in a labor charge. Payment in full shall be rendered for such services before the close of the event unless prior arrangements have been made with Exhibitor Services.
- C. If services are ordered late (ie. during the event move-in), WCD does not guarantee services will be working before the event opens; discounts will not be given.
- D. All prices are based on current wage rates and are subject to change without notice.

3. INSTALLATION / DISCONNECTION OF SERVICES

- A. All order form information must be completed in full to avoid processing and installation delays.
- B. Orders will be processed and installations completed on a first-come, first-serve basis, or as we determine most convenient. Earliest orders will normally receive higher priority.
- C. All materials and equipment installed and provided by WCD for any of the services ordered shall remain WCD property and shall be disconnected and removed ONLY by WCD authorized personnel.
- D. Generally, service is up and running thirty (30) minutes before show start and turned off each night thirty (30) minutes after show close. Service will be working during show hours, and will not be working during the event move out. Special arrangements can be requested through WCD for early connect and/or late disconnect.
- E. The Exhibitor is responsible for replacement, repair costs, damages, etc. to equipment during rental period. The rental period starts when requested service or equipment is delivered or installed and ends when requested service or equipment is removed or disconnected. Any mishaps to equipment or services taking place during the rental period is your responsibility and will be charged to you appropriately.
- F. Client agrees not to resell, extend, bridge, or otherwise misuse utilities / services. WCD reserves the right to disconnect any client if they are found to have violated this usage agreement, or are deemed unsafe by WCD personnel.

4. CANCELLATIONS

- A. If cancellation occurs before installation and more than six (6) days prior to the first scheduled move-in day: 90% REFUND.
- B. If cancellation occurs before installation but six (6) days or less prior to the first scheduled move-in day: 75% REFUND.
- C. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

A. ELECTRICAL

- 1. Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to Exhibitor's scheduled arrival and move-in. Electrical Services Available: 120 volt, A.C.; 1 Phase 60 cycle, 208 volt, A.C., 1 Phase & 3 Phase 60 cycle; and 480 volt, A.C., 3 Phase 60 cycle.
- 2. 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on 30 minutes prior to each day's event opening and turned off 30 minutes after closing. Only WCD Electricians are permitted to service connections and overload protection to equipment.
- 3. Electrical Connections: Exhibitors may plug into purchased standard outlets and connect signal wiring (i.e. antennae, audio, video, and speakers) within a booth or between the Exhibitor's equipment with one booth. Only WCD Electricians are authorized to connect and disconnect power for utilities above 120v (ie. 208v and 480v power).
- 4. Location: Under NO circumstances shall anyone other than WCD Electricians make electrical connections to house power sources. Power requirements crossing aisles will not be installed unless approved by Show Management AND our Event Services Department. Obstructions blocking utility floor boxes are subject to relocation as necessary. WCD Electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column, and permanent building electrical outlets are not a part of booth space and are not to be used by Exhibitors unless specified otherwise.
- 5. Prohibited Usage: Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
- 6. Equipment: All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120 volt cords must be of the 3 wire, grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. Exhibitors are responsible for all their displays and equipment conforming and meeting National Electric Code, and must be UL approved. WCD reserves the right to refuse connection to any Exhibitor whose equipment does not meet the National Electric, Federal, State and Local Safety codes. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be operated without WCD Electricians.
- 7. NOTICE: We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For

your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a WCD Electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than by WCD Electricians.

B. INFORMATION TECHNOLOGY (I.T.)

1. Prohibited: The purchase of an IP address is for ONE DEVICE ONLY (1-IP address per device). The use of routers, switches / hubs, DHCP, wireless LANs or other applications that allow the sharing of an IP address between multiple devices is PROHIBITED unless approved by the Wisconsin Center District Information Technology Department. Individuals in violation of this policy will be subject to the DISCONNECTION of their service.
2. Wireless (Wi-Fi) Internet Limitations and Vulnerabilities:
 - a. Wireless service is NOT for Mission-Critical uses and the WCD cannot guarantee it will work for these uses, such as the Registration area, or Presenters and Exhibitors doing demonstrations with internet service. WIRED internet connections should be used in such cases.
 - b. Wireless service is vulnerable to interference from other devices that transmit similar radio signals. WCD cannot guarantee that interference will not occur. (For this reason, if a Client would like to use any of their own Access Points (AP's), router, hubs, etc., they must be pre-approved by the WCD IT Staff at least 21 days in advance of the Event.) Otherwise, they could cause conflicts in the Client's own event, other Client's events, or the Convention Center's own Network. Any damage and expenses caused by this would be billed to the Exhibitor using unauthorized equipment.
 - c. WCD has a large amount of Internet bandwidth for Wi-Fi use, but the actual maximum bandwidth available depends on how many users are using the Internet at the same time, at any given moment.
 - d. Refunds will not be given for service issues found not to be the fault of WCD (such as using Wi-Fi for Mission-Critical uses listed above or misuse of the system).
3. Custom Video Services: If you would like to have your event visually recorded, have some video edited, or have other special video service needs, contact Tom Paul at (414) 908-6090.
4. Telephone Service: All telephone lines ordered will be provided with long distance dialing capabilities unless specifically noted on the order form.
5. NOTICE: The WCD is not responsible for damaged personal equipment and / or personal injury caused by the misuse of provided telecommunication and / or data service(s). Any tampering whatsoever with IT equipment (including, but not limited to, exhibit floor utility boxes, cabling, or rented equipment) at any time may result in the disconnection of ordered service(s) and or additional charges. The WCD is not responsible for personal injuries and/or equipment damage(s) that may occur as a result of this tampering.

C. MECHANICAL

1. WCD Engineer Service Work: Under NO circumstances shall anyone other than WCD Engineers make service connections, alter lines, install fittings, add branch connections, disconnect airlines to the original termination in booth, etc. Exhibitors who do not conform to this request are compromising the safety of others and will be charged labor fees or equipment and material loss fees accordingly.
2. Fittings/regulator: Exhibitors must furnish necessary fittings to connect to 1/4", 1/2" or 3/8" female (NPT) thread for water and air connections. NOTE: Pressure may vary. If pressure is critical, Exhibitors are to supply their own drier, regulator and/or pump and arrange for installation. For your protection we advise that WCD Engineers install the appropriate regulators on any connection requiring critical control of pressure, moisture content, etc.
3. Location: Services requiring crossing aisles will not be installed unless approved by Show Management AND our Event Services Department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. WCD Engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed. Most airlines will be installed from floor ports, minimal airlines will be flown above booth (contact Exhibitor Services for more information).
4. Equipment: All equipment must comply with all Federal, State and Local Safety Codes. Where applications require critical regulation of pressure, flow, or moisture content, the Exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate-of-fill, and/or other factors pertinent to safety. We reserve the right to refuse connection to any Exhibitor whose equipment is deemed unsafe by a WCD Engineering Supervisor. All materials and equipment furnished by WCD for this service order shall remain WCD property and shall be disconnected and removed only by WCD Engineers at the close of the show. Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by WCD Engineers and are subject to a service charge. We reserve the right not to fill any container that shows signs of leakage or is otherwise deemed inadequate by a WCD Engineering Supervisor. Containers showing signs of leakage will be drained by a WCD Engineer without prior notice.
5. NOTICE: Exhibitor assumes responsibility for any damage to Wisconsin Center District facilities caused by faulty Exhibitor equipment or negligent operation of Exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. All installations and connections to mechanical services must be made by WCD Engineers. We will not be responsible for damage or loss to any equipment or components, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than WCD Engineers. Removal of toxic waste or non-biodegradable waste is not permitted in drains. Removal of such waste is at Exhibitor's expense.
6. Portable air compressors and portable air tanks are not permitted.



WISCONSIN CENTER DISTRICT EXHIBITOR AV REQUEST FORM

Office Hours: Monday – Friday 9am-5pm ♦ Office Phone: 414-908-6190

Please Email all Forms to: productions@conferencetech.com / or Fax all Forms to: 414-906-6186

All orders not received 14 days prior to event will be charged *Floor Rate*.

Company Information:	Event Information:
Company _____ Contact _____ Address _____ Phone _____ Email _____	Recipient _____ Event Name _____ Location _____ Install Date _____ Strike Date _____
Credit Card Number _____ Name on Card _____ Expiration Date _____ Verification Code _____	Credit Card Billing Address _____ Signature _____

Qty.	Description	Advanced Day Rate	Floor Day Rate	Amount (Qty x Day Rate)
	70" LCD Display (HDMI, VGA, USB)	\$650.00	\$780.00	
	50" LED Display (HDMI, VGA, USB)	\$500.00	\$600.00	
	46" LCD Display (HDMI, VGA, USB)	\$375.00	\$450.00	
	6' Black Steel Vesa Mount TV Floor Stand	\$ 50.00	\$ 60.00	
	32" LCD Display (HDMI, VGA, USB)	\$250.00	\$300.00	
	22" LCD Display (HDMI, VGA, USB)	\$125.00	\$150.00	
	8' Tripod Screen with black skirt	\$ 25.00	\$ 50.00	
	3,000 Lumen LCD Projector (HDMI, VGA, USB)	\$350.00	\$420.00	
	Laptop Computer- Confirm specs with CTI	\$190.00	\$330.00	
	AV Cart with Skirt 34", 42", or 54" (specify)	\$ 20.00	\$ 30.00	

*Please Call or Email for any Special Adapter Requests

[Special Notes]

CTI also offers additional AV Gear to meet your Audio, Video, Lighting and Rigging needs.

	Subtotal for Gear	
	22% Service Charge	
	Subtotal	
	5.6% WI Sales Tax	
Total		

Conference Technologies, Inc.®

Austin, TX | Cedar Rapids, IA | Chicago, IL | Des Moines, IA | Detroit, MI | Houston, TX | Little Rock, AR | Memphis, TN |
 Milwaukee, WI | Omaha, NE | Overland Park, KS | Phoenix, AZ | Peoria, IL | Quad Cities, IA | Saint Louis, MO | San Francisco, CA |
 Wichita, KS

www.conferencetech.com



SIGN & BANNER HANGING ORDER FORM

Wisconsin Center District

The Wisconsin Center • Milwaukee Theatre • UW-Milwaukee Panther Arena
400 W Wisconsin Ave • Milwaukee, WI 53203

ATTN: Exhibitor Services Department

Kelly Delo: (414) 908-6053 • Fax: (414) 877-0995 • ExhibitorSvc@wcd.org

In order to best serve you, we need specific information as to the size, weight, location, timing, and special needs for signage.

One month prior to your event, please call the Exhibitor Services Department to inform them of your sign/banner hanging needs.

At least two weeks prior to installation, **forward your completed form to the address above**. All signage must comply with the regulations below. A 15% surcharge will be placed on orders received less than 14 days before the event move in date.

Date: _____ E-Mail: _____

Event Name: _____ Booth Number: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

The following are costs associated with sign hanging. Sign hanging is billed after the event based on time and materials. As stagehands are subject to a 4-hour call, WCD will share the costs among exhibitors, when possible.

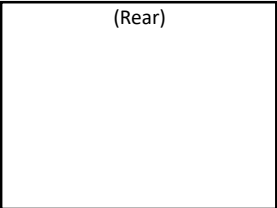
- 2 -Up Rigger- Convention Center Exhibit Hall \$54.04 straight /\$81.06 overtime
- 1- Ground Rigger- Convention Center Exhibit Hall \$46.06 straight /69.09 overtime
- 1- Stagehand Labor - Convention Center Exhibit Hall \$35.00 straight /\$52.50 overtime
- Boom Lift - \$95.00 per hour / Hanging Materials - \$35.00

SIGN DIMENSIONS:

Height: _____ Width: _____ Depth: _____ Weight _____ Material: _____

Shape: Circle Square Rectangle Triangle Other: _____

Sign Location: (In relation to layout of booth)



Does your sign require power? _____ How much? _____

(If so, Electrical service order must accompany this order)

Will you need labor too assemble or disassemble your signage. Yes No

Stagehand labor dose not have to assemble or disassemble signs.

Installation and removal of signs will be determind by the show schedule.

Requested Rigging Install Date &Time _____ Requested Rigging Strike Date & Time _____

ON-SITE CONTACT: _____ ON-SITE CELL PHONE #: _____

Special Requests: _____

SIGNAGE REGULATIONS

- 1 All signage requests must be approved by the WCD, which reserves the right to refuse hanging if deemed unsafe.
- 2 All signs are to be properly constructed (frames & grommets for hanging, Banners with top & bottom pocket for pipe).
- 3 All materials must comply with state and local building codes.
- 4 All signs will be hung at a uniform distance from floor to bottom of sign, usually 12' - 14'.
- 5 All signs must be hung and removed by approved personnel.
- 6 Signs requiring AC power must meet electrical codes, and have a grounded power supply.
- 7 Delivery of signage is to be coordinated with the Show/Decorator, and will be based on the show move in/out schedule.
- 8 WCD reserves the right to determine exact location of signage based on structural limits of the building.
- 9 WCD is not liable for any accidents or damage caused by the signage.
- 10 Signage will be positioned only once. All re-positioning of signage will result in additional fees.

Booth Menu

Wisconsin Center – Levy Restaurants

Let your Levy sales team help you create a unique booth experience!

From the Bakery

Danish-Muffins-Croissants	38.00/dozen
Bagels w/Cream Cheese	41.00/dozen
Cookies and/or Brownies	38.00/dozen
Gourmet Dessert Bars	42.00/dozen
Sheet Cake	3.75/person

Snacks

Whole Fresh Fruit	36.00/dozen
Tortilla Chips & Salsa	16.00/pound
Potato Chips & Dip	16.00/pound
Pretzels	14.00/pound
Mixed Nuts	28.00/pound
Hard Candy-bulk	18.00/pound
Candy Bars	33.00/dozen

Trays & Hors d'oeuvres

Cheese Tray	140.00/serves 25
Fresh Fruit Tray	145.00/serves 25
Vegetable Crudite Tray	140.00/serves 25
Antipasto Tray	250.00/serves 25
Layered Guacamole w/Chips	200.00/serves 75
Deli Trays	150.00/serves 10
Cocktail Sandwiches	30.00/dozen
Hot Hors d'oeuvres	200.00/50 pieces
Cold Hors d'oeuvres	175.00/50 pieces

(Call for Hors d'oeuvres Selection)

Grab & Go Boxed Lunches

Boxed Lunches: 21.95

(Includes: Sandwich, Chips, Cookie, Fruit)
Smoked Turkey on Wheat – bacon, tomato, lettuce & herb aioli
Roast Turkey – brie and cranberry chutney
Grilled Chicken – honey cilantro slaw and chipotle aioli
Smoked Ham and Swiss on Pretzel Bun
ZLT Flatbread Sandwich – grilled zucchini, tomatoes, jalapeno Jack
cheese & sundried tomato pesto

Hot & Cold Beverages

Coffee, Decaf, Hot Tea	48.00/gallon
Hot Chocolate	48.00/gallon
Iced Tea, Lemonade, Fruit Punch	39.00/gallon
Assorted Soda	3.00/can
<small>(Diet & Regular 7-up, RC Cola, Diet RC & Dr. Pepper)</small>	
Bottled Water	4.00/bottle
Bottled Juice	4.25/bottle
Half Pints of Milk	2.50/half pint
Water Cooler	20.00/day
5 gallon Water Tanks	30.00/tank
Logo Bottled Water	Call for pricing

Specialty Services

Specialty Coffee Bar	Call for pricing
Popcorn Machine Rental	125.00/day
Popcorn Packets (apprx. 10 servings)	10.00/packet
Attendant-4 hour minimum	100.00
Bar Service (permission of Show Mgr required)	Call for pricing

General Information

Additional menus are available upon request. Please call to arrange for catering services at least 30 days prior to event date. Payment may be made by check or credit card. Full payment and signed contract is due 14 business days prior to service. All Pricing is subject to 22% Service Charge & 6.1% Sales Tax.

Each delivery valued at less than \$100.00 will be subject to a \$25.00 delivery fee. Decreases/Cancellations must be received & confirmed at least 72 hours in advance of service.

Levy Restaurants is the exclusive caterer for the Wisconsin Center.

No food and/or beverages may be brought into the Wisconsin Center, UW-Milwaukee Panther Arena or the Milwaukee Theatre.

Please contact our sales team regarding additional menu options.

For electric needs please contact: Kelly Delo at 414/908-6053 or kdelo@wcd.org

To Place orders

Please contact

Jennifer Pretschold
Catering Sales Manager
jpretshold@wcd.org
414-908-6152



Lead Retrieval Order Form DISCOUNT DEADLINE: FRIDAY, SEPTEMBER 13, 2019

CHOOSE YOUR UNIT(S)



Mobile Plus™

- Wireless Handheld Unit
- Cellular connected
- Large Touch Screen Display
- Real-Time Online Lead Management
- Customize Qualifiers Online - \$55 savings!
- Extended Battery Life

\$369.00
(Before 9/13/2019)

\$419.00
(Show Rate)

_____ (# of Units)



iPad® Mini Plus™

- ATS iPad Mini (LeadsPlus App Enabled)
- Large HD Display
- Take Notes with Siri Voice to Text
- Customizable Qualifiers
- Real-Time Lead Management
- No Network Connection Necessary

\$449.00
(Before 9/13/2019)

\$499.00
(Show Rate)

_____ (# of Units)

**Uploads Leads Automatically when (devices) have internet connectivity*



LeadsPlus™ App

- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- No Network Connection Necessary

\$359.00
(First License)

\$99.00
(Additional License)

_____ (# of Units)

**Uploads Leads Automatically with internet connectivity*

**First License Included in All Bundles*

APP BUNDLE OPTIONS **3 Pack Bundle** **\$499.00** **6 Pack Bundle** **\$799.00** **10 Pack Bundle** **\$999.00** _____
(App Bundle Total)

ADDITIONAL SERVICES FOR THE MOBILE PLUS

Z Printer Plus™ *1 per unit ordered **\$75.00** (Before 9/13/2019) **\$95.00** (Show Rate) _____
Custom Survey *1 per unit ordered **\$60.00** (Before 9/13/2019) **\$80.00** (Show Rate) _____
Delivery & Setup **OPTIONAL** *Not for app **\$65.00** (Before 9/13/2019) **\$85.00** (Show Rate) _____

ADD IT UP

Sub-Total= _____

Total Due (in US funds) = \$ _____

COMPANY _____ **BOOTH NO.** _____

EMAIL _____

ALTERNATE EMAIL _____

**These emails will be sent login credentials to access leads*

ADDRESS _____ **CITY, STATE, ZIP, COUNTRY** _____

ORDER CONTACT _____ **PHONE NO.** _____

ONSITE CONTACT _____ **ONSITE CELL PHONE** _____

Visit Us at: www.american-tradeshow.com

Email Orders to: orders@american-tradeshow.com

Questions? Please call: 985-809-0600, ext. #777 Fax: 985-809-1888

Mail Checks to: **ATTN - American Tradeshow Services** | 217 General Patton Ave. Mandeville, LA 70471

Click [HERE](#) to Order Online

Username: **AISES2019**

Password: **2419**



ATS
 217 General Patton Ave.
 Mandeville LA, 70471

Payment Authorization Form

***A credit card is required on all orders as a security deposit on rental equipment. See Terms & Conditions at the bottom of this page.**

COMPANY _____

ORDER CONTACT _____

EMAIL FOR INVOICE _____

PHONE NUMBER _____

Choose Payment Method:

To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.




To Pay By Company Check (Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

To Pay By Wire Transfer (Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

Credit Card Details *Required For All Orders

<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	Use As Security Deposit Only
<input type="checkbox"/>		Cardholder Name: _____		
<input type="checkbox"/>		Expiration Date: _____ / _____ Security Code: _____		
<input type="checkbox"/>		Cardholder Signature: _____		

! Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken.

Checks are due in the office ten (10) days prior to show start.

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 Username: **AISES2019**
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