



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

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

IEEE ION PLANS 2010
Renaissance Esmeralda Resort and Spa
Indian Wells, California
May 4-5, 2010

Dear Exhibitor:

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

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

- ✓ Please read through this Exhibitor Service Kit. **Complete and return all order forms by the indicated discounted deadline date. All forms 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 the **“Credit Card Authorization Form”**.
- ✓ Please include the **8.75% California** State tax. Sales tax is applicable to **all services except labor and drayage (material handling)** in the State of **California** and also applies to City, State and Government agencies.
- ✓ We will help you coordinate all your trade show needs including the shipment of all your trade show materials inbound and outbound. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **ABF 1-800-654-7019**.

We look forward to serving you from start to finish. We are here to make sure your participation is a complete success.

If you need assistance or additional information, please contact our Exhibitor Service Department.

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





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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: PLANS 2010

EXHIBITOR MOVE-IN:	Monday, May 3, 2010	Noon - 6:00PM
	Tuesday, May 4, 2010	8:00AM-10:00AM
SHOW DATE (S):	Tuesday, May 4, 2010	10:00AM-4:00PM Reception 6:00PM-8:00PM
	Wednesday, May 5, 2010	10:00AM-4:00PM
EXHIBITOR MOVE-OUT:	Wednesday, May 5, 2010	4:00PM-9:00PM

All materials must be packed with bill(s) of lading turned in to CSS by: **Wednesday, May 5 @ 9:00 PM**
 Outside freight carriers must be checked in by: **Wednesday, May 5 @ 7:00PM**

SHOW LOCATION: RENAISSANCE ESMERALDA RESORT and SPA
 INDIAN WELLS / PALM SPRINGS, CA

STANDARD BOOTH PACKAGE: 8'x10' Islands
 (Included with booth purchase) 8' Blue back wall drape
 3' Blue side rail drape
 (1) 7" x 44" ID Sign
 The exhibit area is carpeted
 (Floor marked only)

SHIPPING INFORMATION:

-ADVANCE FREIGHT RECEIVING-
Monday-Friday 8PM-4PM
Wed, March 31, 2010 - Wed, April 28, 2010

Ship to: Exhibitor Name and Booth #
PLANS 2010
c/o ABF/CSS
10744 Almond Ave
Fontana. CA 92337

DIRECT SHIPPING
IS NOT APPLICABLE

PLEASE DO NOT SHIP TO FACILITY

All outbound Shipping must go through CSS.

FACILITY WILL NOT ACCEPT ANY OUTBOUND SHIPPING RESPONSIBILITY. FULL DRAYAGE RATES WILL BE INCURRED.

Please see Material Handling Form for Rates.

* Many other items are available for rent. Refer to the appropriate order forms in this kit or call the Exhibitor Service Department at (505) 243-9889.

Please Note: This information is subject to change by Show Management. Please refer to the most recent information from Show Management for any changes to times or date(s).



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PAYMENT POLICIES

CONVENTION SERVICES OF THE SOUTHWEST, INC.

PAYMENT OPTIONS

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

1. Advance payment by Company Check

Attach check to order forms. All checks for show services provided by CSS should be made payable to **Convention Services of the Southwest (CSS)** and must be in **U. S. funds drawn on a U. S. bank**. International exhibitors must prepay all balances prior to show closing in U.S. Dollars drawn on U.S. Banks. **Wire transfers are not accepted.** Please submit the **CREDIT CARD CHARGE AUTHORIZATION FORM** for all drayage (material handling) and labor orders as well as any additional charges incurred at show site.

2. Credit Card

For your convenience we accept Visa, Mastercard and American Express. You must complete the **CREDIT CARD CHARGE AUTHORIZATION FORM**. For discount rates to apply, CSS must receive this form by the **advance deadline date**. ***There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.**

DISCOUNT PRICING

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

PAYMENT TERMS

To process your order for services and materials listed in this Exhibitor Service Manual, we must have your signed credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the Exhibitor Service Center for your review, signature and payment. Prepayments will be indicated, and any balance due must be **paid in full** by cash, check or credit card. All payment inquiries should be resolved before you leave the show. Invoices will be distributed at the show. If you have any concerns about your charges, please stop by the Exhibitor Service Center. **Charges for these items may not be disputed after the show.**

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

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

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



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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 the **indicated discount deadline date**. 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: PLANS 2010	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
E-mail address:	E-mail address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: PLANS 2010	Advance Payment Deadline: Friday, April 23, 2010	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

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

Quantity	Description	Discount Price	Standard Price
	2'x2' draped pedestal	99.00	125.50
	4'x2' draped table	96.55	126.00
	6'x2' draped table	122.05	158.65
	8'x2' draped table	151.80	197.30
	30"D x 30"H round table	110.00	126.00

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

	2'x2' draped pedestal	110.00	126.00
	4'x2' draped counter	123.15	160.10
	6'x2' draped counter	148.00	192.40
	8'x2' draped counter	178.75	232.40
	30"D x 42"H round table	121.00	159.00

UNDRAPED DISPLAY TABLES-30" HIGH

	4'x2' wood table	34.75	45.20
	6'x2' wood table	45.35	58.95
	8'x2' wood table	56.50	73.45

UNDRAPED DISPLAY COUNTERS-40" HIGH

	4'x2' wood counter	60.25	78.30
	6'x2' wood counter	71.90	93.50
	8'x2' wood counter	82.47	107.20

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

	4 th side table drape 30" 40"	20.15	26.20
	Individual table skirt 30" 40"	20.15	26.20

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

	3' high drapery/linear ft.	14.65	19.05
	8' high drapery/linear ft.	18.15	23.60

STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	55.00	60.00
	Padded Arm Chair	103.95	135.10
	Padded Side Chair	92.65	120.45
	Upholstered Bar Stool with Back	124.30	161.55
	Bag Rack	69.45	90.30
	Literature Stand-6'h-6-pocket	120.70	156.95
	Tripod Easel	29.00	37.70
	Wastebasket with liner	16.70	21.70
	Fishbowl	22.00	27.00
	4'x8' Pegboard or Tackboard (please circle choices) Horizontal Vertical	Pegboard 166.10 Tack board	215.95
	4' x 7"H table riser (draped in vinyl)	34.25	44.55
	6' x 7"H table riser (draped in vinyl)	63.20	82.15

Individual pegboards and tackboards are freestanding and double-sided. Pegboard hardware is **not** supplied. Peg holes are 1/4" and Maximum load on boards is 50 lbs. Tackboards are black & Velcro "friendly" or push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES (please circle)

Blue Red Gold Silver Teal Peach Terra-Cotta

Black White Burgundy Hunter Green Plum Beige

SUBTOTAL	\$
TAX 8.75%	
TOTAL	\$

PLEASE READ PAYMENT POLICY

Abqn



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CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: PLANS 2010	Advance Payment Deadline: <i>Friday, April 23, 2010</i>	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by::		

STANDARD CARPET			
QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
	9' x 10' Carpet	139.00	180.65
	9' x 20' Carpet	277.95	361.35
	9' x 30' Carpet	416.95	542.00
	9' x 40' Carpet	555.90	722.65

STANDARD CARPET COLOR (please circle color choice)

BLUE RED GREY TEAL HUNTER GREEN BLACK BURGUNDY PLUM

SPECIAL CUT STANDARD CARPET

Special sizes are available at \$3.00 per square foot in any dimensions. Price includes cutting, laying and taping front seams and edges.
 Carpet Size _____ x _____ = _____ square feet x \$3.00 = \$ _____ TOTAL

Visqueen is available at \$ 0.55 per square foot installed
 _____ x _____ = _____ square feet x \$0.55 = \$ _____ TOTAL

Carpet Padding is available at \$ 1.00 per square foot installed.
 _____ x _____ = _____ square feet x \$1.10 = \$ _____ 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	\$ _____
8.75 % Tax	_____
TOTAL	\$ _____



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RENTAL DISPLAY ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: PLANS 2010	Advance Payment Deadline: Friday, April 16, 2010	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY!!!!

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

RENTAL DISPLAY UNITS

Quantity	Description	Discount Price	Standard Price
	Basic #3000	786.00	1117.00
	10'x10' #3001 (3 spotlights, 1 shelf)	1925.00	2475.00
	10'x10' #3002 (3 spotlights, 1 shelf, 1-meter counter)	2145.00	2750.00
	10'x20' #3003 (6 spotlights)	2805.00	3630.00
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	3025.00	3850.00
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	3520.00	4565.00
	10'x10' Office #3006	2150.00	2785.00
	Table Top Display #3007	423.00	495.00
	Sign Kiosk #3008	247.00	313.00
	Custom Display Units	Call for Quote	

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

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

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

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

Blue Red Burgundy Hunter Green Teal Grey Plum Black

Header Copy (please print):

Standard Header: Black Block Lettering

Custom Graphics with logo will quoted upon request.

ACCESSORIES

1 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	363.00	462.00
2 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	423.00	555.00
White pedestal 36"Hx20 1/2"Wx20 1/2" deep	93.00	121.00
Display Spotlights	44.00	55.00
Straight Shelves with brackets	44.00	55.00
Angle Shelves with brackets	44.00	55.00
Side Rails, 80"Lx36"H to match display	181.00	220.00
Clear Literature Holders, 1 pocket 8 1/2"x11"	15.00	20.00

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
8.75 % TAX	
TOTAL	\$

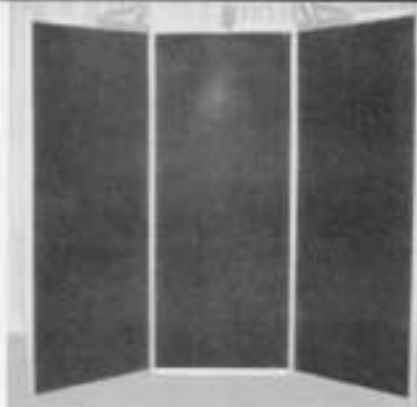


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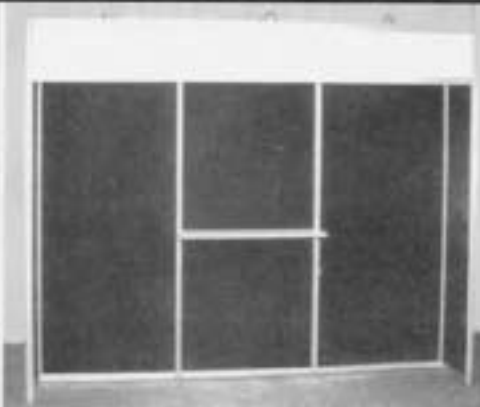
email us @
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Rental Display Units

CONVENTION SERVICES OF THE SOUTHWEST. INC.



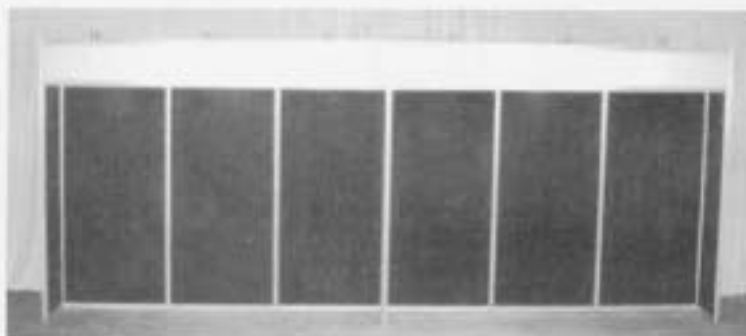
BASIC #3000



10' x 10' #3001



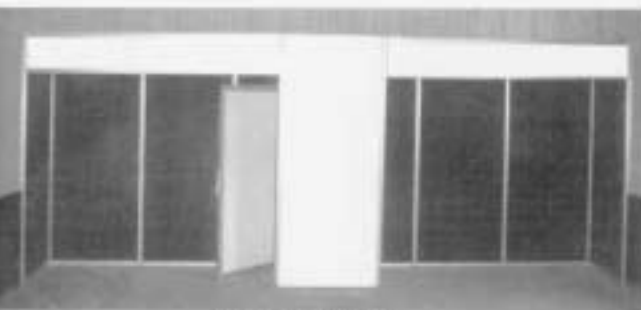
10' x 10' #3002



10' x 20' #3003



10' x 20' #3004



10' x 20' #3005



GLASS SHOWCASE

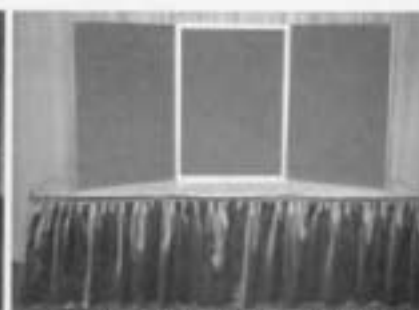


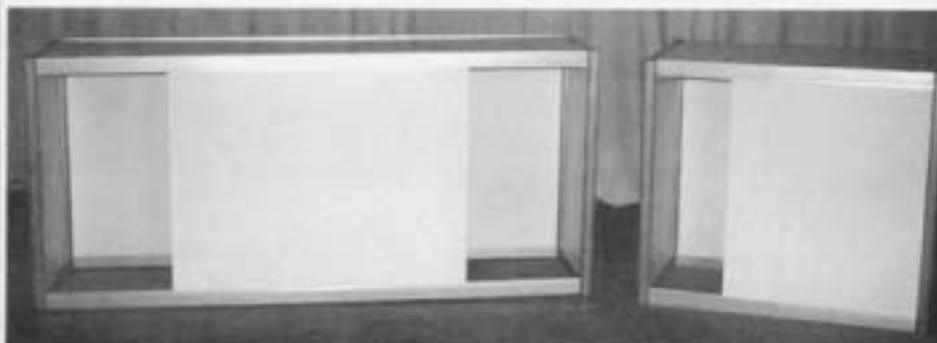
TABLE TOP DISPLAY #3007



SIGN KIOSK



PEDESTAL



COUNTERS



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: PLANS 2010	Advance Payment Deadline: <i>Friday, April 23, 2010</i>	Booth #(s):
Exhibitor Name:	Telephone #:	
Cardholder Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

Display labor & Forklift will be billed in 1/2 hour increments with a **one-hour minimum**. Late orders add 20%.

DISPLAY LABOR RATES

Straight time – 8:00AM – 4:30PM (Weekdays)	\$75.00 per person/per hour
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$110.00 per person/per hour
Sundays and Holidays	\$145.00 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	\$115.00 per hour
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$150.00 per hour
Sundays and Holidays	\$180.00 per hour

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

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

PLAN A - EXHIBITOR SUPERVISION

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

Representative Name/Company

PLAN B – CSS SUPERVISION

***Please fill out all outbound shipping information.

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$45.00 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 you labor order.**

Please complete this section:

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

PLEASE READ PAYMENT POLICY



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EXHIBITOR APPOINTED CONTRACTOR

Submission Deadline for Notification & Certificate of

Insurance: April 2, 2010

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- Exhibitor must notify **Show Management and Convention Services of the Southwest (CSS)** in writing no later than April 2, 2010.
- Exhibitor must ensure their contractor provide **CSS** with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, *at least 30 days prior to show installation.*
- Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
- The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and / or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- The EAC shall share with **CSS, Inc** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- The EAC must provide **CSS, Inc.** and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- Upon request the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

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

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

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



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MATERIAL HANDLING RATE SHEET

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

ADVANCE FREIGHT RECEIVING ADVANCE SHIPPING ADDRESS Wed March 31 – Wed, April 28, 2010	
Ship To: Exhibitor Name and Booth # PLANS 2010 c/o CSS/ABF 10744 Almond Ave Fontana, CA 92337	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

DIRECT SHIPPING IS NOT APPLICABLE

PLEASE DO NOT SHIP TO FACILITY

ALL OUTBOUND SHIPPING MUST GO THROUGH CSS. FACILITY WILL NOT ACCEPT ANY OUTBOUND SHIPPING RESPONSIBILITY. FULL DRAYAGE CHARGES WILL BE INCURRED.

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

Our preferred freight carrier is: [ABF Freight System, Inc. 1-800-654-7019](http://www.abffreight.com)

****Freight will be re-routed from the show floor on: Wednesday, May 5, 2010 @ 9:00PM**

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 90.00 per cwt = \$450.00

**ADVANCE FREIGHT RATES: *Includes crated, skidded and carton materials.
 \$90.00 per cwt. \$180.00 minimum charge**

Weight _____ ÷ 100 = Total CWT _____ @ \$ 90.00 per cwt = \$ _____

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

ADDITIONAL RATES:

- “Late shipments” and “off target” freight will be charged an **additional \$15.00 per cwt.** (100 lb. minimum applies)
- Shipments “returned to the warehouse” will be charged an **additional \$25.00 per cwt.** (\$50.00 minimum charge)
- “Express letter shipments” or shipments weighing less than 10lbs. will be charged a **\$25.00 material handling fee.**
- Banding and Shrink Wrap** will be charged at **\$45.00** per skid or crate.
- Outbound Material Handling Only** (freight handled at close of show only) will be charged **\$40.00 per cwt.** (100 lb. minimum applies)

Total of all shipments above \$ _____	Abqn1otnd
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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. “Freight Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. *This estimate will be binding on both parties and no adjustments will be made after the show closes.
- ❖ **We will accept all cartons, crates and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose, uncrated or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights or else CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be charged material handling by **CSS**. Please refer to the “Material Handling” Rate sheet. All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when a carrier delivers freight to show-site before the designated move-in day(s) and is re-routed to our warehouse. Freight will be charged at the advance freight rate. When freight is delivered to our warehouse after the designated move-in day(s) and **CSS** moves it to show site, freight will be charged at the advance freight rate plus a late delivery charge. Please refer to the “Material Handling” Rate sheet.

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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



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

email us @
esr@cssabq.com

LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

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

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

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

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

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

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

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

CSS will not be responsible for:

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

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



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CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Please print or type: (incomplete information will delay processing)	
Event or Show Name: PLANS 2010	Booth #(s)
Event or Show Date(s): May 4 – 5, 2010	Exhibitor Telephone #:
Exhibiting Firm:	Exhibitor Fax #:
Billing Address:	E-mail address:
City/State/Zip:	Date:
Authorized by:	

CLEANING SERVICES (select only one of the services below)

Services Available	Rate per square foot DISCOUNT PRICE
Initial Cleaning (Vacuum & empty wastebaskets before first show day only)	\$.41 per sq. ft (One Day)
Daily Cleaning (Vacuum & empty wastebaskets for all show days)	\$.37 per sq. ft (Daily)

PLEASE COMPUTE COST BELOW.

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

NOTE: AMOUNT MUST BE BASED ON A MINIMUM OF 100 SQ. FT. PER SINGLE BOOTH. (All 6'x8', 8'x8' & 8'x10' booths are considered 100 sq. ft. minimums)

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

_____ X 100 = _____ X _____ X _____ = _____

PLEASE ADD 8.75 % CA TAX.

If Daily cleaning is requested for only specific days of the event, please give specific days.

PLEASE READ PAYMENT POLICY.

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

Abqh



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FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: PLANS 2010	Advance Payment Deadline: <i>Friday, April 23, 2010</i>	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

Quantity	Item	Discount Price	Standard Price	Total Price
	Floral Traditional - Height 12" Width 12"	55.00	65.00	
	Floral Arrangements - Height 18" Width 12"	80.00	100.00	
	Custom designed arrangements Color: Width: Height:	Call for Quote	Call for Quote	
	Boutonnieres	15.00	20.00	
	Corsages	20.00	25.00	
	Kalanchoe (select color) ___ Red ___ Yellow ___ Orange	30.00	40.00	
	Azaleas (select color) ___ Hot Pink ___ White	50.00	60.00	
	Mums (select color) ___ White ___ Yellow ___ Purple ___ Rust	30.00	40.00	
	Small Ferns	30.00	40.00	
	Large Ferns	50.00	60.00	
	3 - 4 foot green plants	60.00	70.00	
	5 - 6 foot green plants	100.00	115.00	
	7 - 8 foot green plants	120.00	150.00	
	Terra Cotta Containers	Call for quote	Call for quote	
	Delivery Charge	15.00	15.00	15.00
	8.75% CA Tax			
	TOTAL FLORAL			

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

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

Abqh

EXHIBITOR SERVICE REQUEST FORM



CONFERENCE NAME AND DATE: _____
 DATES SERVICE REQUESTED: _____
 TRADE SHOW SETUP: _____
 TRADE SHOW BREAKDOWN: _____
 BOOTH NUMBER: _____

BILLING INFORMATION: *Complete form and fax to: 760 773-9250*
 NAME: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____
 CREDIT CARD NUMBER: _____ EXP DATE: _____
 NAME ON CREDIT CARD _____

****A 24% taxable service charge and 8.75% sales tax will be added to all of the above pricing****

AUDIO VISUAL: *Should You Have Any Additional AV questions, call: 760 773-4631*

VALUE PACKS:		Per Day
<input type="checkbox"/>	DVD Player and 27" Video Monitor w/54" Draped Cart	\$200.00
<input type="checkbox"/>	Integrated 35mm projector w/built-in screen and sync unit	\$ 50.00
<input type="checkbox"/>	Standby microphone and powered speaker w/stand	\$150.00

OTHER		Per Day
<input type="checkbox"/>	19" combo unit	\$125.00
<input type="checkbox"/>	27" video monitor only	\$125.00
<input type="checkbox"/>	LCD projector SGA 4500 lumen	\$600.00
<input type="checkbox"/>	DVD player/repeat	\$ 75.00
<input type="checkbox"/>	Laptop Computer	\$100.00
<input type="checkbox"/>	Slide Projector Package	\$ 65.00
<input type="checkbox"/>	Overhead Projector Package	\$ 75.00
<input type="checkbox"/>	6" Tripod Screen	\$ 35.00
<input type="checkbox"/>	54" Rolling Cart w/Drape	\$ 30.00
<input type="checkbox"/>	30" Rolling Cart w/Drape	\$ 25.00
<input type="checkbox"/>	42" Plasma Monitor	\$450.00
<input type="checkbox"/>	21" Data Monitor	\$125.00
<input type="checkbox"/>	19" Data Monitor	\$100.00

****A 24% taxable service charge and 8.75% sales tax will be added to all of the above pricing****

WIRELESS INTERNET PROVIDED by IBahn *Should You Require Additional Support, call 760 773-4631*

		Per Day*
<input type="checkbox"/>	First Connection	\$200 flat rate
<input type="checkbox"/>	Each Additional Connections	\$75 flat rate
*Evening openings & 1/2 days count as a full day.		
<input type="checkbox"/>	DID Phone Line	\$100 + phone calls

POWER

<input type="checkbox"/>	Power	\$ 2.50 per Amp
<input type="checkbox"/>	Power Stip	\$ 15.00 each

IEEE/ION PLANS 2010 EXHIBITOR REGISTRATION FORM

Return form via fax no later than April 9.

Fax: +1 (703) 366-2427

PLANS 2010
POSITION LOCATION AND NAVIGATION SYMPOSIUM
www.plansconference.org

8551 Bladell Lane
Suite 360
Massillon, VA 20109-3701
703-366-2723
703-366-2724, fax

All exhibit personnel working your booth will be required to be registered for the technical meeting. As part of your exhibit package your organization receives ONE FULL COMPLIMENTARY registration with each 8' x 10' booth purchased.

COMPLIMENTARY FULL REGISTRATIONS: Each full complimentary registration includes all technical sessions, access to the exhibit hall, all meal functions and a CD-ROM of the conference proceedings (mailed to registrants 10 weeks following the conference).

Individual registration benefits are non-transferable and registrations cannot be shared or transferred to others. This form is only intended for complimentary registrations included with booth purchase. Additional paid conference registrations can be purchased at www.plansconference.org.

Company Name: _____

Booth Number: _____

Contact Name: _____

Contact E-mail Address: _____

Date Form Completed: _____

FIRST 8' x 10' Booth:

FULL REGISTRATION (technical sessions, meal functions & copy of proceedings):

Name: 1) _____

Affiliation: _____

Mailing Address: _____

City, State, Zip: _____

E-mail: _____

SECOND 8' x 10' Booth:

FULL REGISTRATION (technical sessions, meal functions & copy of proceedings):

Name: 1) _____

Affiliation: _____

Mailing Address: _____

City, State, Zip: _____

E-mail: _____

