



1921 Bellamah NW  
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## FOR YOUR INFORMATION

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

**2007 IEEE PULSED POWER AND PLASMA SCIENCE CONFERENCE**  
**Albuquerque Convention Center – NE Exhibit Hall**  
**Albuquerque, NM**  
**June 18-22, 2007**

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 service 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 **6.875%** NM State tax. Sales tax is applicable to **all services** in the State of New Mexico 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 carriers **ABF (ground) 1-800-654-7019 and Associated Global Systems (air) 1-800-645-8300.**

We look forward in 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:** 2007 IEEE PULSED POWER and PLASMA SCIENCE CONFERENCE

**EXHIBITOR MOVE-IN:** Sunday, June 17, 2007 7:00AM-12:00NOON

**SHOW DATE (S):** Monday, June 18 - Friday June 22, 2007 8:00AM-5:00PM

**EXHIBITOR MOVE-OUT:** Friday, June 22, 2007 5:00PM-8:00PM

**All materials must be packed with bill(s) of lading turned in to CSS by:** Friday, June 22 @ 8:00PM  
**Outside freight carriers must be checked in by:** Friday, June 22 @ 6:00pm

**SHOW LOCATION:** Albuquerque Convention Center – NE Exhibit Hall  
 Albuquerque, NM

**STANDARD BOOTH PACKAGE:**  
 (Included with booth purchase)

- 10' X 10'
- 8' Blue draped back wall
- 3' Blue draped side wall
- (1) 9 x 10 Blue carpet
- (1) 7" x 44" ID sign
- (1) Waste basket w/ liner
- (1) 8' Blue draped table
- (2) Molded plastic chairs

The Exhibit hall is carpeted  
 Aisle Carpet is Blue

### SHIPPING INFORMATION:

<b>-ADVANCE FREIGHT RECEIVING-</b> Tuesday, May 15-Friday, June 15, 2007 <b>HOURS: MON.-FRI. 8AM-5PM</b> <b>ADVANCE SHIPPING ADDRESS</b>	
Ship to:	Exhibitor Name and Booth # <b>2007 IEEE PPPS</b> c/o CSS 1921 Bellamah, NW Albuquerque, New Mexico 87104

<b>FIRST DAY FOR DIRECT FREIGHT ACCEPTANCE</b> Sunday, June 17, 2007 <b>Receiving Hours: 7:00AM-12:00NOON</b> <b>DIRECT SHIPPING ADDRESS</b>	
Ship To:	Exhibitor Name & Booth # <b>2007 IEEE</b> c/o CSS Albuquerque Convention Center NE Exhibit Hall 401 2 <sup>nd</sup> St NW Albuquerque, NM 87102

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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# CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM

**CONVENTION SERVICES OF THE SOUTHWEST, INC.**

Event Name: <b>2007 IEEE PPPS</b>	Advance Payment Deadline: <b>Wednesday, June 13, 2007</b>	Booth #(s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail Address:	
Authorized by:		

**CREDIT CARD CHARGE AUTHORIZATION**

**Please complete the information requested below and return this form with your orders.** 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 Policies** statement provided with your Service Kit. **The Estimated Total below does 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.**

**CHARGE TO: (circle one) VISA    MASTERCARD    AMERICAN EXPRESS**

**Account #:**

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

**Expiration Date:**

--	--	--	--

**Card Verification # -3 or 4 Digit Code on Back of Card:**

--	--	--	--

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
FURNISHINGS	
RENTAL DISPLAY	
LABOR	
MATERIAL HANDLING	
CLEANING	
FLORAL	
Order Confirmation (Please Circle) YES NO	\$ 10.00
<b><u>Estimated</u> Total (includes State Tax where applicable)</b>	\$

Using the original 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.**

**Optional order confirmation charge includes a written confirmation to be faxed upon receipt of your order.**



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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**).

**Government and State Agencies are not exempt from New Mexico State Tax for rental and services.**



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# FURNISHINGS ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>2007 IEEE PPS</b>	Advance Payment Deadline: <b>Wednesday, June 13, 2007</b>	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	74.00	89.00
	4'x2' draped table	84.00	100.00
	6'x2' draped table	95.00	116.00
	8'x2' draped table	105.00	126.00
	30"D x 30"H round table	84.00	100.00

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

	2'x2' draped pedestal	89.00	105.00
	4'x2' draped counter	95.00	110.00
	6'x2' draped counter	105.00	126.00
	8'x2' draped counter	116.00	142.00
	30"D x 42"H round table	95.00	116.00

### UNDRAPED DISPLAY TABLES-30" HIGH

	2'x2' wood pedestal	42.00	47.00
	4'x2' wood table	53.00	63.00
	6'x2' wood table	58.00	74.00
	8'x2' wood table	68.00	84.00

### UNDRAPED DISPLAY COUNTERS-40" HIGH

	2'x2' wood pedestal	53.00	58.00
	4'x2' wood counter	58.00	63.00
	6'x2' wood counter	68.00	84.00
	8'x2' wood counter	79.00	95.00

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

	4 <sup>th</sup> side table drape 30" 40"	47.00	58.00
	Individual table skirt 30" 40"	53.00	63.00

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

	3' high drapery/linear ft.	5.00	7.00
	8' high drapery/linear ft.	6.00	8.00

### STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	42.00	53.00
	Padded Arm Chair	52.00	63.00
	Padded Side Chair	47.00	58.00
	Upholstered Bar Stool with Back	63.00	74.00
	Bag Rack	52.00	63.00
	Literature Stand-6'h-6-pocket	89.00	110.00
	Tripod Easel	21.00	26.00
	Wastebasket with liner	11.00	16.00
	Fishbowl	25.00	30.00
	4'x8' Pegboard or Tackboard (please circle choices)	Pegboard 95.00 Tackboard 105.00	Pegboard 105.00 Tackboard 126.00
	4' x 7"H table riser (draped in vinyl)	47.00	58.00
	6' x 7"H table riser (draped in vinyl)	52.00	58.00

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	\$
6.875% NM TAX	
TOTAL	\$

PLEASE READ PAYMENT POLICY

Abqh



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*Standard Furnishings*

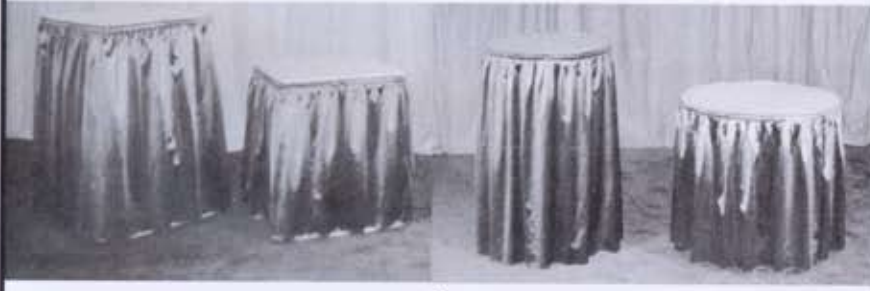
**CONVENTION SERVICES OF THE SOUTHWEST. INC.**



1



2



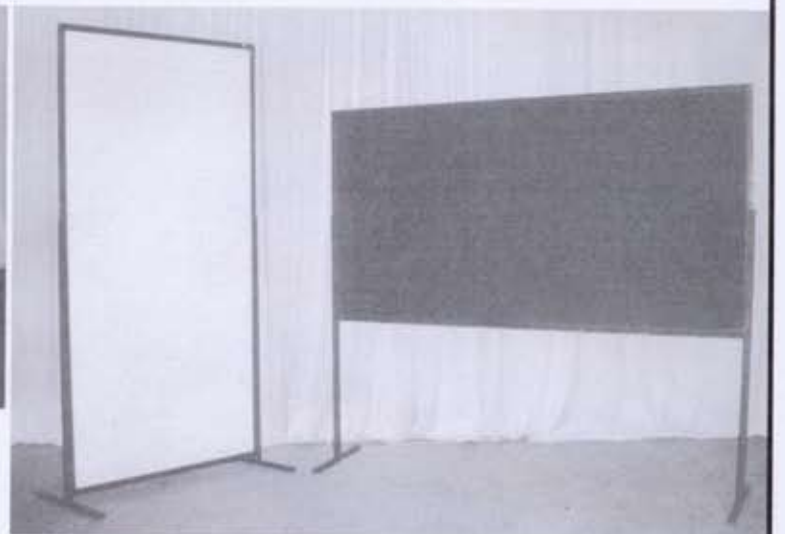
3



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6



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# RENTAL DISPLAY ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>2007 IEEE PPS</b>	Advance Payment Deadline: <b>Wednesday, June 13, 2007</b>	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	715.00	950.00
	10'x10' #3001 (3 spotlights, 1 shelf)	1700.00	2215.00
	10'x10' #3002 (3 spotlights, 1 shelf, 1-meter counter)	1925.00	2500.00
	10'x20' #3003 (6 spotlights)	2550.00	3290.00
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	3025.00	3570.00
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	3520.00	4150.00
	10'x10' Office #3006	2425.00	2785.00
	Table Top Display #3007 40"x27"-3x's	425.00	450.00
	Sign Kiosk #3008	245.00	285.00
	Custom Display Units	<b>Call for Quote</b>	

**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 be quoted upon request.

### ACCESSORIES

	1 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	330.00	430.00
	2 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	385.00	500.00
	White pedestal 36"Hx20 1/2"Wx20 1/2" deep	85.00	110.00
	Display Spotlights	40.00	50.00
	Straight Shelves with brackets	40.00	50.00
	Angle Shelves with brackets	40.00	50.00
	Side Rails, 80"Lx36"H to match display	165.00	200.00
	Clear Literature Holders, 1 pocket 8 1/2"x11"	15.00	20.00

**PLEASE READ PAYMENT POLICY**

<b>SUBTOTAL</b>	\$
<b>6.875% NM TAX</b>	
<b>TOTAL</b>	\$



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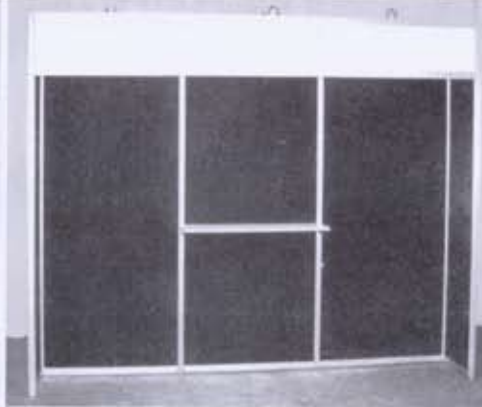
email us @  
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# Rental Display Units

## CONVENTION SERVICES OF THE SOUTHWEST. INC.



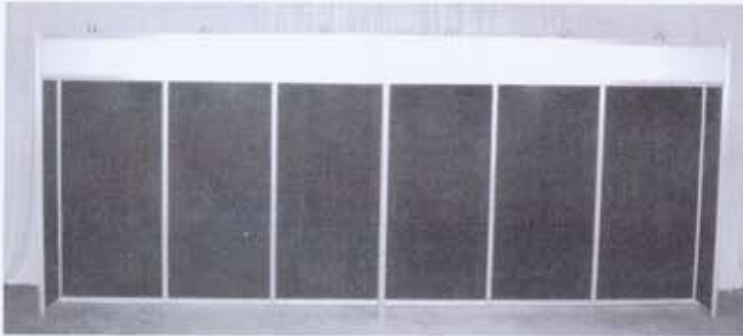
BASIC #3000



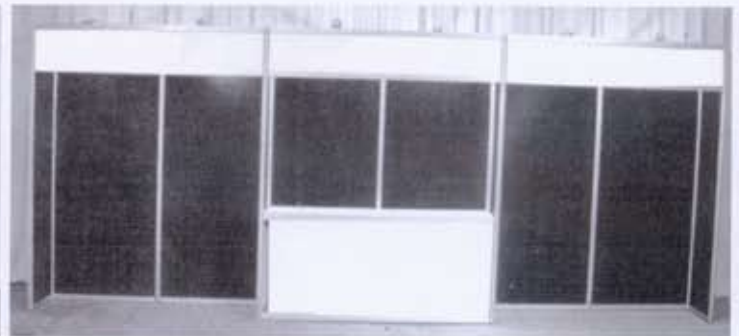
10' x 10' #3001



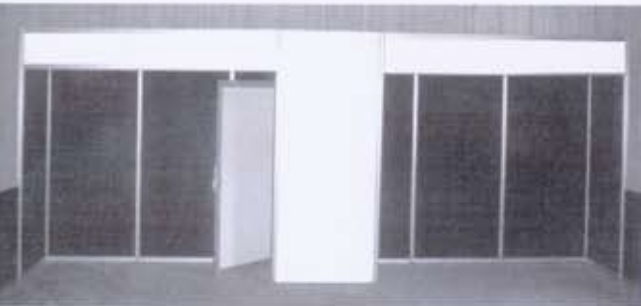
10' x 10' #3002



10' x 20' #3003



10' x 20' #3004



10' x 20' #3005



10' x 10' OFFICE #3006

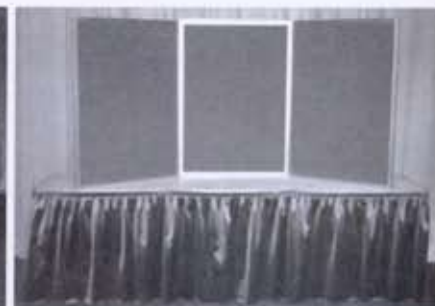


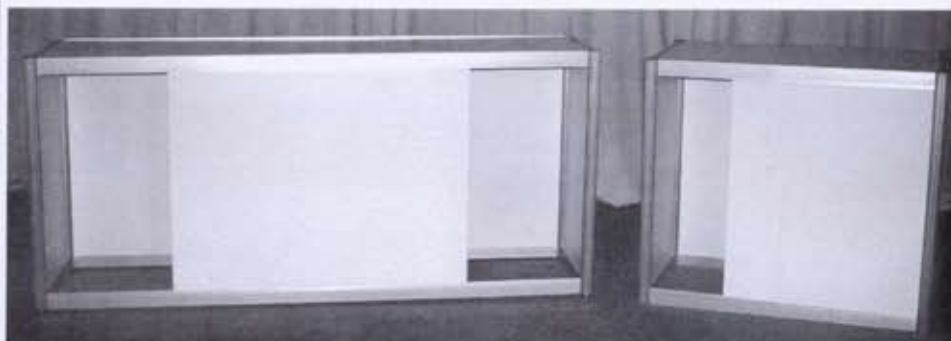
TABLE TOP DISPLAY #3007



SIGN KIOSK



PEDESTAL



COUNTERS





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# LABOR ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>2007 IEEE PPS</b>	Advance Payment Deadline: <b>Wednesday, June 13, 2007</b>	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)	<b>\$68.00 per person/per hour</b>
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	<b>\$95.00 per person/per hour</b>
Sundays and Holidays	<b>\$126.00 per person/per hour</b>

### FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	<b>\$100.00 per hour</b>
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	<b>\$137.00 per hour</b>
Sundays and Holidays	<b>\$184.00 per hour</b>

\*\*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 (**\$40.00 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**

**PLEASE ADD 6.875% NM TAX**



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# NON OFFICIAL CONTRACTOR

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

### PLEASE READ

Show management has appointed **CSS** as the **official service contractor** to perform and provide necessary services and equipment.

Official service contractors are appointed to:

- Insure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirement of exhibitors, and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

The Official service contractor will provide all usual trade show services, including labor.

Exceptions are:

- The exhibitor may provide supervision.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

Should an exhibitor wish to employ the services of a contractor other than the official contractor, the following conditions must be met.

- 1) **THE EXHIBITOR** must inform **CSS** of the name and address of the contractor and the work to be performed. This information must be received in writing, no later than 30 days prior to the scheduled move in date, at **CSS**.
- 2) **THE NON-OFFICIAL CONTRACTOR** to be used by the exhibitor must do the following:
  - a) Provide a Certificate of Insurance with at least the following items: Comprehensive, General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence. \$1,000,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property workman's Compensation Insurance, including employee's liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. The Insurance Certificate must also include: **the show name, exhibiting company name and booth number and the non-official contractors name and phone number.**
  - b) Agree to abide by the rules and regulations of the show.
  - c) Agree to abide by all union rules and regulations.
  - d) Information must be received at **CSS** no later than 30 days prior to the scheduled move in date.
  - e) Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle, and maintain exhibits and exhibit-related equipment. **All non-official contractors must check-in at the CSS Service Center prior to set-up and dismantle.**
  - f) If **both** the "Notification of Intent" form and the "Certificate of Insurance" are not supplied to **CSS** by the 30 day deadline date, the exhibiting firm or non-official contractor will be **required** to order labor from **CSS**.

For services such as electrical, plumbing, telephone, cleaning, drayage, and forklift operation, no contractor, other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and in facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment, which is owned and is to be used in the exhibit space.

**If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and mail it with a Certificate of Insurance to the address listed above no later than 30 days prior to the move-in. There will be no exceptions.** It is the responsibility of the exhibitor to see that each representative of the Non-Official Contractor abides by the official rules and regulations of this event.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR	
Event Name: <b>2007 IEEE PPS</b>	
Company Name:	Booth #:
E-mail address:	Telephone #:
Contact at show:	Type of service to be performed:
Non-Official Contractor:	Telephone # of Contractor:
Address of Service Contractor	City/State/Zip
Authorized by:	



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# MATERIAL HANDLING RATE SHEET

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>2007 IEEE PPS</b>	Advance Payment Deadline: <b>Wednesday, June 13, 2007</b>	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

<b>ADVANCE FREIGHT RECEIVING</b> Tuesday, May 15 – Friday, June 15, 2007 Mon-Fri 8:00am-5:00pm <b>ADVANCE SHIPPING ADDRESS</b>	
Ship To: Exhibitor Name and Booth # 2007 IEEE PPS c/o CSS 1921 Bellamah NW Albuquerque, New Mexico 87104	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

<b>FIRST DAY FOR DIRECT FREIGHT</b> Sunday, June 17, 2007 7:00AM-12:00NOON <b>DIRECT SHIPPING ADDRESS</b>	
Ship To: Exhibitor Name and Booth # 2007 IEEE PPS c/o CSS Albuquerque Convention Center NE Exhibit Hall 401 2 <sup>nd</sup> St. NW Albuquerque, Nm 87102	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

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

**Our preferred freight carriers are: ABF Freight System, Inc. (ground) 800-654-7019 and Associated Global Systems (air) 800-645-8300.**

**\*\*Freight will be re-routed from show floor on Friday June 22 @ 8:00pm**

**SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 75.00 per cwt = \$375.00**

**ADVANCE FREIGHT RATES:** \*Includes crated, skidded and carton materials.  
 \$75.00 per cwt. \$75.00 minimum charge

Weight \_\_\_\_\_ ÷ 100 = Total CWT \_\_\_\_\_ @ \$ 75.00 per cwt = \$ \_\_\_\_\_

**DIRECT FREIGHT RATES:** Includes crated, skidded and carton materials.  
 \$70.00 per cwt. \$70.00 minimum charge

Weight \_\_\_\_\_ ÷ 100 = Total CWT \_\_\_\_\_ @ \$ 70.00 per cwt = \$ \_\_\_\_\_

**All charges are per hundred pounds (cwt) with a 100 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 \$10.00 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 **\$50.00** 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)

<b>Total of all shipments above \$ _____ x 6.875% NM TAX = \$ _____</b>	Abqh2ot
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1921 Bellamah NW  
Albuquerque, NM 87104  
t. 505.243.9889  
f. 505.243.8197  
www.cssabq.com

email us @  
esr@cssabq.com

## 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, 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.**
- **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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## 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: <b>2007 IEEE PPS</b>	Booth #(s)
Event or Show Date(s): <b>June 18-22, 2007</b>	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
<b>Initial Cleaning</b> (Vacuum & empty wastebaskets before first show day only)	\$ .25 per sq. ft (One Day)
<b>Daily Cleaning</b> (Vacuum & empty wastebaskets for all show days)	\$ .20 per sq. ft (Daily)
<b>Daily Porter Service</b> (Empty wastebaskets and periodic trash pick up during show hours)	\$100.00 (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 6.875 % NM TAX.**

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

**ADDITIONAL SERVICE AVAILABLE:**

CARPET EXTRACTION / SHAMPOOING – Call For Quote

**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: <b>2007 IEEE PPS</b>	Advance Payment Deadline: <b>Wednesday, June 13, 2007</b>	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
	6.875% NM Tax			
	<b>TOTAL FLORAL</b>			

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



2007

Event Contract # \_\_\_\_\_  
(office use only)

**ELECTRICAL SERVICE ORDER FORM**

Mail to : SMG managed Albuquerque Convention Center  
Attention: Finance Division  
401 2nd Street NW  
Albuquerque, NM 87102  
Phone: (505) 768-3863 Fax: (505) 768-3825



STANDARD ELECTRICAL DROPS				
Quantity	Description	5 day Advance Rate	Floor Rate	Amount
<b>SINGLE PHASE 120V</b>				
	up to 20 Amps Single Phase 120V	\$ 65.00	\$ 85.00	
<b>SINGLE PHASE 208V</b>				
	20 Amps Single Phase 208V	\$ 96.00	\$ 116.00	
	30 Amps Single Phase 208V	\$ 127.00	\$ 147.00	
	40 Amps Single Phase 208V	\$ 157.00	\$ 177.00	
	50 Amps Single Phase 208V	\$ 188.00	\$ 208.00	
	60 Amps Single Phase 208V	\$ 219.00	\$ 239.00	
	70 Amps Single Phase 208V	\$ 249.00	\$ 269.00	
	100 Amps Single Phase 208V	\$ 341.00	\$ 361.00	
<b>THREE PHASE 208V</b>				
	20 Amps Three Phase 208V	\$ 127.00	\$ 147.00	
	30 Amps Three Phase 208V	\$ 173.00	\$ 193.00	
	40 Amps Three Phase 208V	\$ 219.00	\$ 239.00	
	50 Amps Three Phase 208V	\$ 265.00	\$ 285.00	
	60 Amps Three Phase 208V	\$ 311.00	\$ 331.00	
	70 Amps Three Phase 208V	\$ 357.00	\$ 377.00	
	100 Amps Three Phase 208V	\$ 495.00	\$ 515.00	
<b>RENTAL ITEMS</b>				
Quantity	Description	Price		Amount
	Extension Cords	\$ 13.00		
	Power Strip (15 amp)	\$ 13.00		
<b>CUSTOM ELECTRICAL WORK*</b>				
Quantity	Description	Hourly Rate		Amount
	On floor Electrician	\$ 35.00		
	Evening/Weekends/Holidays	\$ 50.00		
				<b>Total</b> \$ -
				<b>Tax 6.875%</b> \$ -
				<b>Total Due</b> \$ -

\* Custom electrical setups, other than those listed above, are billed in 1/2 hour increments.

*Please Type or Print Legibly*

Date of Order: \_\_\_\_\_  
Name of Event : \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Booth #: \_\_\_\_\_  
Exhibit Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

Comment: \_\_\_\_\_

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below.

REAR

RIGHT

LEFT

aisle

**NEMA Configuration:** \_\_\_\_\_  
Direct Connection Wire Required: **Yes** \_\_\_\_\_  
Type: 3 wire \_\_\_\_\_ 4 wire \_\_\_\_\_ 5 wire \_\_\_\_\_

**Three Phase 480V service available.**

Call (505) 768-3863 for custom electrical setup quote.

Under no circumstances shall anyone other than the "House Electrician" make electrical connections to the facility's electrical system.

Convention Center Staff are only responsible for primary power.

Refunds/Claims will not be considered unless filed by exhibitor prior to start of show.

All Exhibitor supplied extention cords must be UL rated and meet facility standards.

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

**Form of Payment:**  
( ) Enclosed is my check or money order made payable to: SMG - Albuquerque Convention Center  
( ) American Exp ( ) Visa ( ) Master Card ( ) Discover CC# \_\_\_\_\_  
Name on Card: \_\_\_\_\_ Exp.Date \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
I authorize SMG – Albuquerque Convention Center to charge my credit card for services listed.  
Authorize Signature \_\_\_\_\_





## 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 fire fighting 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 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 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 devise or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the devise or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self extinguish if tipped over and that do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: **a)** openings on the sides shall not be more than 3/8 inch in diameter. **b)** openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in 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 Chief, 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) ounce container or from a container not to exceed a one-quart capacity and having a controlled pouring device that limits the flow to (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 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 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.... Payment for these individuals will be paid prior to the show or event, and will be paid to the city of Albuquerque at the rates set by the fire department.

# Showtel Communications / Phone & Internet Service Order Form

Please complete the form below and fax to: 505-992-2765  
 Questions can be directed to Showtel at: 888-679-6111 and/or 505-690-8081

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Show: \_\_\_\_\_  
 Show Location: Albuquerque Convention Center  
 Booth Number: \_\_\_\_\_

**Requirements:**

Service/Equipment	Qty	Cost	Total
High Speed Internet Access*	_____	\$350 per terminal	\$ _____
Computer Configuration	_____	\$50 per half hour	\$ _____
Booth Cable Pulls**	_____	\$50 per drop	\$ _____
Telephone Lines	_____	\$195 flat	\$ _____
Telephones	_____	\$20 flat	\$ _____
Line Hunting	_____	\$25 flat, per line	\$ _____
Long Distance***	_____	\$25.00 flat	\$ _____

Please check here if you require long distance access \_\_\_\_\_

\* Pricing is per computer accessing the internet This service requires an ethernet/network card. This service requires DHCP configuration settings on all computers to be used. Configuration assistance is available (see above)

\*\* If your booth requires cable to be laid beneath carpet, please select this option. Quantity should equal the number of lines and/or computers required. Please contact Showtel at 505-690-8081 to provide installation schedule and layouts

\*\*\* This service includes 200 minutes of domestic long distance service. Additional minutes are billed at \$0.10 per minute.

**INSTALLATION NOTE: Showtel does not guarantee specific installation times. All services are installed based on the limitations of the facility and the predetermined show schedule. Showtel guarantees that all pre-ordered services will be installed on the day/s designated for exhibitor move-in.**

Subtotal \$ \_\_\_\_\_  
 4.125% Telecommunication Taxes & Fees \$ \_\_\_\_\_  
 6.875% NM Gross Receipts Tax \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

**Credit Card Information (We Accept Visa, Mastercard, Discover ONLY) *please print***

Name Of Cardholder: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Credit Card Billing Address: \_\_\_\_\_

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

Please make checks payable to: Sycamore Communications Corporation  
 233 N. Guadalupe, #290, Santa Fe, NM 87501

**PAYMENT IS DUE PRIOR TO INSTALLATION OF SERVICES  
 ALL SALES ARE FINAL UNLESS STATED IN WRITING BY SHOWTEL  
 THIS COMPLETED ORDER FORM IS YOUR FINAL STATEMENT  
 PLEASE MAINTAIN A COPY FOR YOUR RECORDS**

# Showtel Communications Service Agreement

The undersigned (hereinafter referred to as "Client") agrees to receive services from Sycamore Communications Corporation, doing business as Showtel Communications (hereby referred to as Showtel), as described in the attached order form (hereinafter referred to as "Services"). Client agrees that upon the execution of this Service Agreement, Client accepts full responsibility and guarantees payment for all Services outlined within the attached order form. Client agrees that all sales are final unless otherwise stated in writing by Showtel. Showtel agrees that upon the execution of this Service Agreement, Showtel will successfully complete all Services outlined within the attached order form. Client agrees that payment for Services outlined in the attached order form is due prior to delivery of Services. Client agrees that Showtel may pursue all avenues of collection, including use of collection agencies. Client agrees that there will be a service charge for this method of collection. Showtel is not a manufacturer of any equipment provided for use by the Client and has not made and does not make any representation, warranty, or covenant, express or implied, with respect to the condition, quality, durability, or suitability of the equipment or services. Showtel does not guarantee uninterrupted service and Showtel shall not be liable for the inability of Client to complete telephone calls or send or receive data for any reason including but not limited to Client's use of equipment. This Service Agreement cannot be assigned or transferred by Client. This Service Agreement constitutes the full agreement between Showtel and Client.

**ATTENTION THOSE ENGAGED IN CREDIT CARD OR CELLULAR FRAUD:** Showtel cooperates fully and aggressively with Federal and State law enforcement agencies to prosecute, to the fullest extent of the law, anyone engaged in: unauthorized credit card transactions, credit card theft and/or credit card fraud.

**PLEASE HAVE THE CREDIT CARD HOLDER SIGN AND DATE BELOW:**

**Signature:** \_\_\_\_\_ **(TO) Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Show:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

## SHOWTEL COMMUNICATIONS

A Division of the Sycamore Communications Corporation  
233 N. GUADALUPE, #290, SANTA FE, NM 87501  
Phone 888-679-6111  
Fax 505-992-2765

If you have a special request or need additional equipment, please call 505-768-4549

AV-EQUIPMENT						Customer Information			
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
1/2" VHS Player with "end of tape" Repeat		\$55.00	\$66.00		\$0.00	Firm Name:			
DVD Player		\$100.00	\$120.00		\$0.00	State: _____ Zip: _____			
20" Color Monitor (NOT for computer use)		\$60.00	\$72.00		\$0.00	Ordered By:			
27" Color Monitor (NOT for computer use)		\$90.00	\$108.00		\$0.00	Telephone #:			
27"TV/VCR Combo Unit		\$140.00	\$168.00		\$0.00	Fax #:			
35" Color Monitor (NOT for computer use)		\$150.00	\$180.00		\$0.00	<i>Thank you for your patronage</i>			
35mm Slide Projector includes amx wireless remote		\$30.00	\$36.00		\$0.00				
Overhead Projector		\$30.00	\$36.00		\$0.00	NOTE:			
Flipchart Package (includes pad & markers)		\$20.00	\$24.00		\$0.00				
LCD Projector (5000 lumens) Large Screen		\$850.00	\$1,020.00		\$0.00				
LCD Projector (3000 lumens) Medium to Large Screen		\$450.00	\$540.00		\$0.00				
LCD Projector (2000 lumens) Medium Screen		\$300.00	\$360.00		\$0.00				
LCD Projector (1000 lumens)-Small Screen		\$200.00	\$240.00		\$0.00				
CD Player		\$50.00	\$60.00		\$0.00				
8'x8' Tripod Screen		\$30.00	\$36.00		\$0.00				
Wireless Microphone: Handheld or Lavalier (circle one)		\$75.00	\$90.00		\$0.00			<b>Ordering Instructions</b> <input type="checkbox"/> The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. <input type="checkbox"/> Please include applicable Sales Tax on equipment rental. <b>TAX EXEMPT STATUS</b> - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided. <input type="checkbox"/> To guarantee equipment availability and advanced rate, this order should reach us <b>14 days prior</b> to delivery. <input type="checkbox"/> Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. <b>CANCELLATIONS:</b> A) Cancellation of equipment ordered must be received <b>48 hours prior</b> to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, <b>50% of original charges</b> will be applied.	
Wired Microphone-Standing		\$25.00	\$30.00		\$0.00				
Wired Microphone-Podium		\$25.00	\$30.00		\$0.00				
4 Channel Mixer		\$25.00	\$30.00		\$0.00				
Powered Speaker with stand		\$65.00	\$78.00		\$0.00				
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Lavalier (circle one)		\$150.00	\$180.00		\$0.00				
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (circle one)		\$225.00	\$270.00		\$0.00				
Other:					\$0.00				
Computer Display Equipment									
	Qty	DAILY RATE		Days Used	Total				
		Advanced	On Site						
27" Multisync SVGA Color Monitor (includes interface)		\$250.00	\$300.00						
20" Flat Panel Display		\$175.00	\$225.00						
32" Flat Panel Display		\$225.00	\$275.00						
42" Plasma Monitors		Call for Quote							
50" Plasma Monitors									
Office Equipment									
We offer copiers, desktop computers, laptop computers and printers-please call for specific details						Call for Quote			
Rental Totals						PAYMENT IS DUE WHEN ORDER IS PLACED			
<b>EQUIPMENT TOTAL</b>					1	\$0.00	<b>Delivery Information</b>		
<b>DELIVERY/SETUP/PICKUP</b> (21% of line 1 or \$40.00 minimum)					2	\$0.00			
<b>SUBTOTAL</b>					3	\$0.00			
<b>SALES TAX</b> (6.875% of line 3)					4	\$0.00			
<b>TOTAL DUE</b>					5	\$0.00			
Method of Payment						PLEASE CHECK ONE			
Card Number: _____ Exp Date ___ / ___						American Express <input type="checkbox"/>			
Cardholder's Name (as appears on card): _____						Visa <input type="checkbox"/>			
Cardholders Signature: _____						MasterCard <input type="checkbox"/>			
Return for Processing to:									
<b>PSAV-EVENT SERVICES DIVISION</b> <b>401 2ND STREET SW</b> <b>ALBUQUERQUE, NM 87102</b> <b>OFFICE: 505.768.4549</b> <b>FAX: 505.768.4580</b>									