



1921 Bellamah NW  
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t. 505.243.9889  
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www.cssabq.com

email us @  
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## FOR YOUR INFORMATION

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

**2012 JOINT NAVIGATION CONFERENCE**  
**Crowne Plaza Hotel – Grand Ballroom**  
**Colorado Springs, Colorado**  
**June 13-14, 2012**

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.**
- ✓ **On-Line Ordering** is now available. The registered email contact will receive an auto log-in with a temporary password. If you do not receive the log-in or were not the registered contact name please contact us and we will send one.
- ✓ Please include the **7.4% Colorado** State tax. Sales tax is applicable to **all services except labor and drayage (material handling)** in the State of **Colorado**. City, State and Governmental agencies are tax exempt.

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 Freight Systems, 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:** 2012 JOINT NAVIGATION CONFERENCE

**EXHIBITOR MOVE-IN:** Tuesday, June 12, 2012 12:00PM-6:00PM

**SHOW DATE (S):** Wednesday, June 13, 2012 10:00AM-4:00PM 6:00PM-8:00PM  
 Thursday, June 14, 2012 10:00AM-5:00PM

**EXHIBITOR MOVE-OUT:** Thursday, June 14, 2012 5:00PM-9:00PM

All materials must be packed with bill(s) of lading turned in to CSS by: Thursday, June 14, 2012 @ 9:00PM  
 Outside freight carriers must be checked in by: Thursday, June 14 2012 @ 7:00PM

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**SHOW LOCATION:** Crowne Plaza Hotel  
 Colorado Springs, CO – Grand Ballroom

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**STANDARD BOOTH PACKAGE:** 10’x10’  
 (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

**SHIPPING INFORMATION:**

ADVANCE SHIPPING ADDRESS -ADVANCE FREIGHT RECEIVING- Thursday, May 10 – Friday, June 8, 2012	
Ship to:	Exhibitor Name and Booth # 2012 Joint Navigation Conference c/o CSS / ABF 880 Ford St Colorado Springs, CO 80915

<b>DIRECT SHIPPING IS NOT APPLICABLE</b>
<b>PLEASE DO NOT SHIP TO FACILITY</b>
<b>ALL OUTBOUND SHIPPING MUST GO THROUGH CSS. FACILITY WILL NOT ACCEPT ANY OUTBOUND SHIPPING RESPONSIBILITY. FULL DRAYAGE CHARGES WILL BE INCURRED.</b>

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 order and pay for your show services provided by CSS.

#### 1. Service Kit (pdf download)

- a. Advance payment by **Company Check, Wire Transfer, e-check**: 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. A **CREDIT CARD CHARGE AUTHORIZATION FORM** is required for all drayage (material handling) and labor orders as well as any additional charges incurred at show site.
- b. **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.**

#### 2. On Line Ordering

- a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, follow the instructions. A credit card on file is required to complete your order. [An email will be sent confirming your order is complete.](#)

### 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, full payment in advance or ordered on line.** Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event.. If you have any concerns about your charges, please stop by the Exhibitor Service Center. **Charges 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**). **Third Parties must call for an online log in.**



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## THIRD PARTY PAYMENT FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by 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: <b>JNC 2012</b>	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: <b>JNC 2012</b>	Advance Payment Deadline: <b>Monday, June 4, 2012</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	104.00	135.00
	4'x2' draped table	115.00	150.00
	6'x2' draped table	127.00	165.00
	8'x2' draped table	155.00	202.00
	30"D x 30"H round table	98.00	127.00

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

	2'x2' draped pedestal	115.00	150.00
	4'x2' draped counter	127.00	165.00
	6'x2' draped counter	155.00	202.00
	8'x2' draped counter	185.00	241.00
	30"D x 40"H round table	127.00	165.00

### UNDRAPED DISPLAY TABLES-30" HIGH

	2'x2' wood pedestal	63.00	69.00
	4'x2' wood table	75.00	98.00
	6'x2' wood table	81.00	105.00
	8'x2' wood table	92.00	120.00

### UNDRAPED DISPLAY COUNTERS-40" HIGH

	2'x2' wood pedestal	75.00	81.00
	4'x2' wood counter	81.00	105.00
	6'x2' wood counter	98.00	127.00
	8'x2' wood counter	109.00	142.00

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

	4 <sup>th</sup> side table drape 30" 40"	45.00	59.00
	Individual table skirt 30" 40"	45.00	59.00

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

	3' high drapery/linear ft.	6.00	12.00
	8' high drapery/linear ft.	12.00	17.00

### STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	58.00	75.00
	Padded Arm Chair	85.00	111.00
	Padded Side Chair	78.00	101.00
	Upholstered Bar Stool with Back	95.00	124.00
	Bag Rack	63.00	82.00
	Literature Stand-6'h-6-pocket	110.00	143.00
	Tripod Easel	28.00	36.00
	Wastebasket with liner	17.00	22.00
	Fishbowl	23.00	30.00
	4'x8' Tackboard (please circle choice) Horizontal Vertical	120.00	156.00
	4' x 7"H table riser (draped in vinyl)	63.00	82.00
	6' x 7"H table riser (draped in vinyl)	69.00	90.00

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	\$
TAX 7.4%	\$
TOTAL	\$

PLEASE READ PAYMENT POLICY

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*Standard Furnishings*

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



1



2



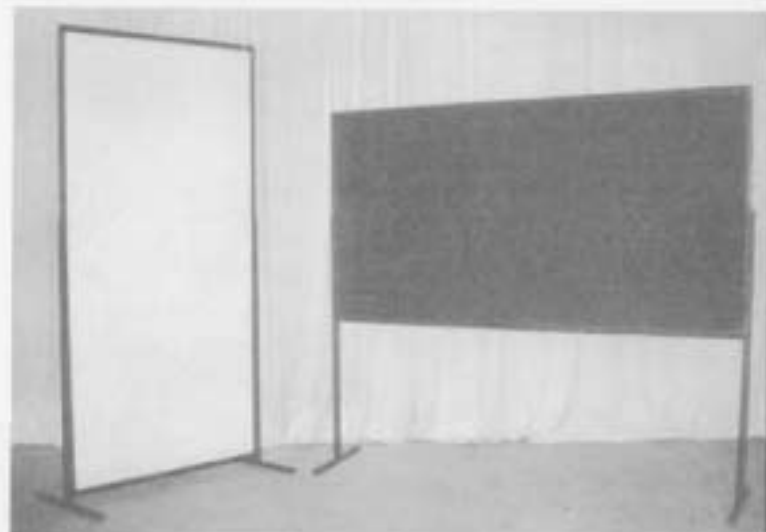
3



4



GLASS SHOWCASE



6



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# CARPET ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

STANDARD CARPET			
QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
	10' x 10' Carpet	150.00	195.00
	10' x 20' Carpet	261.00	339.00
	10' x 30' Carpet	391.00	509.00
	10' x 40' Carpet	522.00	678.00

**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 \$3.45 per square foot in any dimensions. Price includes cutting, laying and taping front seams and edges.  
 Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ square feet x \$3.45 = \$ \_\_\_\_\_ TOTAL

**Visqueen** is available at \$ 0.60 per square foot installed  
 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ square feet x \$0.60 = \$ \_\_\_\_\_ TOTAL

**Carpet Padding** is available at \$ 1.15 per square foot installed (100 sq min)  
 \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ square feet x \$1.15 = \$ \_\_\_\_\_ 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**

<b>SUBTOTAL</b>	<b>\$</b>
<b>7.4 % Tax</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>



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# RENTAL DISPLAY ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

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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	898.00	1078.00
	10'x10' #3001 (3 spotlights, 1 shelf)	2142.00	2570.00
	10'x10' #3002 (3 spotlights, 1 shelf, 1-meter counter)	2415.00	2898.00
	10'x20' #3003 (6 spotlights)	3213.00	3856.00
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	3465.00	4158.00
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	3698.00	4438.00
	10'x10' Office #3006	2800.00	3360.00
	Table Top Display #3007	483.00	580.00
	Sign Kiosk #3008	277.00	332.00
	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 quoted upon request.

### ACCESSORIES

1 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	420.00	504.00
2 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	483.00	580.00
White pedestal 36"Hx20 1/2"Wx20 1/2" deep	107.00	128.00
Display Spotlights	50.00	60.00
Straight Shelves with brackets	50.00	60.00
Angle Shelves with brackets	50.00	60.00
Side Rails, 80"Lx36"H to match display	208.00	250.00
Clear Literature Holders, 1 pocket 8 1/2"x11"	16.00	19.00

**PLEASE READ PAYMENT POLICY**

<b>SUBTOTAL</b>	\$
<b>7.4% TAX</b>	\$
<b>TOTAL</b>	\$

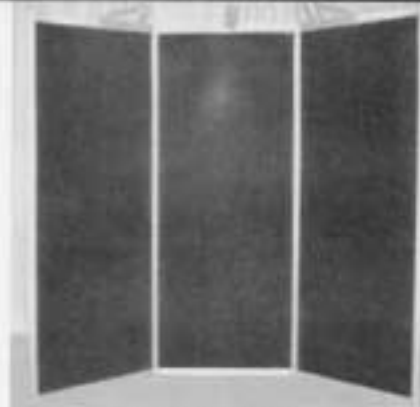


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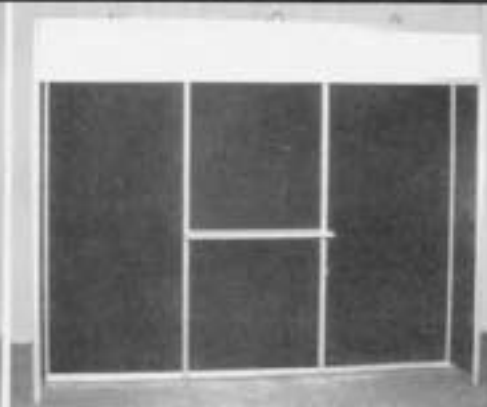
email us @  
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## Rental Display Units

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



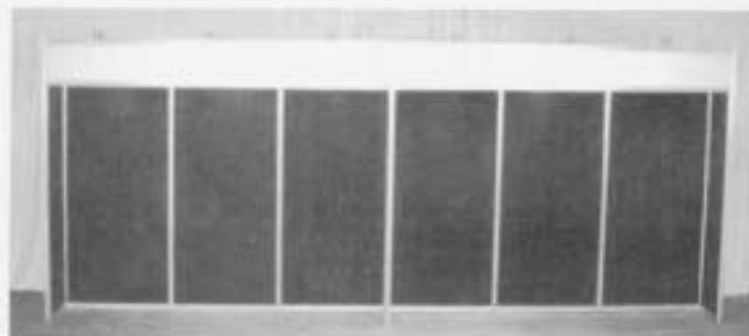
BASIC #3000



10' x 10' #3001



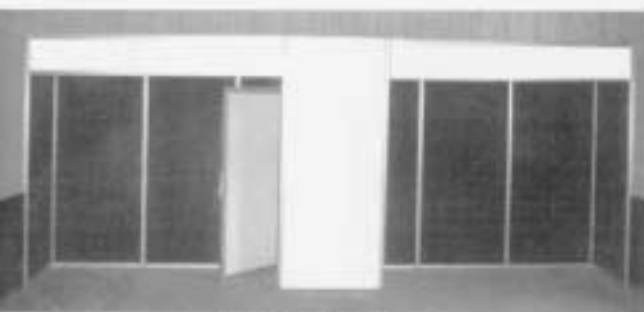
10' x 10' #3002



10' x 20' #3003



10' x 20' #3004



10' x 20' #3005



GLASS SHOWCASE

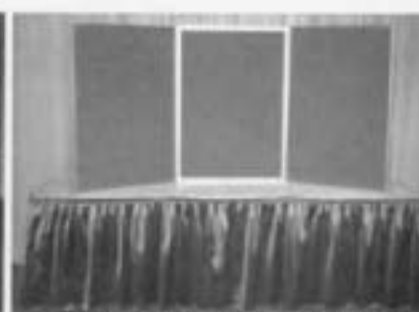


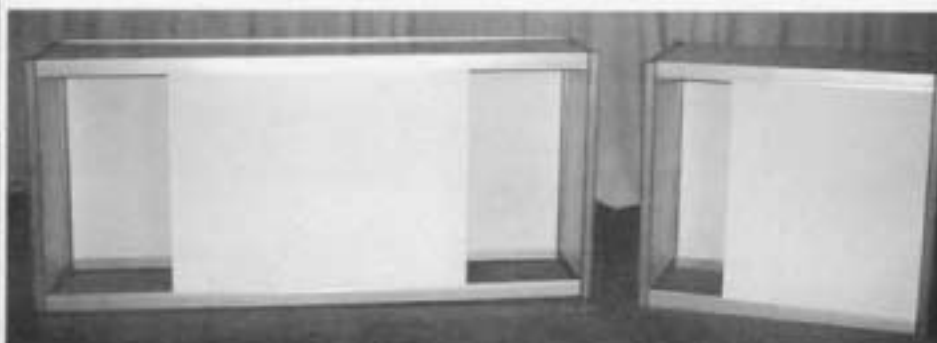
TABLE TOP DISPLAY #3007



SIGN KIOSK



PEDESTAL



COUNTERS



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# LABOR ORDER FORM

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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>\$85.00 per person/per hour</b>
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	<b>\$125.00 per person/per hour</b>
Sundays and Holidays	<b>\$155.00 per person/per hour</b>

### FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	<b>\$175.00 per hour</b>
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	<b>\$210.00 per hour</b>
Sundays and Holidays	<b>\$250.00 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 (**\$50.00 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

### **PLEASE READ PAYMENT POLICY**

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

**Rigging and Installation/Dismantle Labor is Tax Exempt**  
**PLEASE ADD 7.4 % TAX to Forklift Labor**



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## EXHIBITOR APPOINTED CONTRACTOR

Submission Deadline for Notification & Certificate of

Insurance: Monday, May 14, 2012 JNC 12

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- Exhibitor must notify Show Management and Convention Services of the Southwest (CSS) in writing no later than **Monday, May 14, 2012**.
- 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**. If **both** the “Exhibitor Appointed Contractor” 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.
- 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 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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# MATERIAL HANDLING RATE SHEET

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: <b>JNC 2012</b>	Advance Payment Deadline: <b>Monday, June 4, 2012</b>	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

**ADVANCE FREIGHT RECEIVING  
 ADVANCE SHIPPING ADDRESS  
 Thursday, May 10 – Friday, June 8, 2012**

Ship To: Exhibitor Name and Booth #  
 c/o CSS / ABF  
 880 Ford St  
 Colorado Springs, CO 80915

Number of Pieces:      Estimated Weight:

Inbound Freight Carrier:

**DIRECT SHIPPING IS NOT APPLICABLE**

**PLEASE DO NOT SHIP TO FACILITY**

IF FACILITY RECEIVES SHOW FREIGHT, IT WILL BE CONSIGNED TO CSS AND EXHIBITOR **WILL INCUR** DRAYAGE CHARGES. **ALL OUTBOUND SHIPPING MUST GO THROUGH CSS.** FACILITY WILL NOT ACCEPT ANY OUTBOUND SHIPPING **RESPONSIBILITY.**

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

**Our preferred freight carrier is: [ABF Freight System, Inc. \(ground\) 800-654-7019](#)**

**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 \$16.00 per cwt.** (200 lb. minimum applies)  
 “Express letter shipments” or shipments weighing less than 10lbs. will be charged a **\$26.00 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 **\$45.00 per cwt.** (200 lb. minimum applies)

**Total of all shipments above \$ \_\_\_\_\_ x = \$ \_\_\_\_\_**

Abqn1otnd

**RUSH – Exhibition MATERIALS**

TO: \_\_\_\_\_  
Company name-booth number

**JNC 2012  
c/o CSS / ABF  
880 Ford St  
Colorado Springs, CO 80915**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES

**RUSH – Exhibition MATERIALS**

TO: \_\_\_\_\_  
Company name-booth number

**JNC 2012  
c/o CSS / ABF  
880 Ford St  
Colorado Springs, CO 80915**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES

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NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES

**RUSH – Exhibition MATERIALS**

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**JNC 2012  
c/o CSS / ABF  
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# CLEANING ORDER FORM

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

<b>Please print or type: (incomplete information will delay processing)</b>	
Event or Show Name: <b>JNC 2012</b>	Advanced Payment Deadline: <b>Monday, June 4, 2012</b>
Event or Show Date(s):	Booth #(s):
Exhibiting Firm:	Exhibitor Telephone #:
Billing Address:	Exhibitor Fax #:
City/State/Zip:	E-mail address:
Authorized by:	

**CLEANING SERVICES (select only one of the services below) Add 30% Late Orders**

Services Available	Rate per square foot DISCOUNT PRICE
<b>Initial Cleaning</b> (Vacuum & empty wastebaskets before first show day only)	\$.43 per sq. ft (One Day)
<b>Daily Cleaning</b> (Vacuum & empty wastebaskets for all show days)	\$.39 per sq. ft (Daily)
<b>Daily Porter Service</b> (Empty wastebaskets and periodic trash pick up during show hours)	\$115.00 (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 7.4 % prevailing state sales 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.**



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# OUTBOUND SHIPPING INSTRUCTIONS

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

### \*\*\* EXHIBITOR OUTBOUND SHIPPING INSTRUCTIONS\*\*\*JNC 2012

At the close of show, materials will be shipped to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTN: \_\_\_\_\_

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

Please specify your choice by checking the following:

\_\_\_\_\_ The assigned carrier PRE-SCHEDULED (by exhibitor) to pick-up during show move-out is \_\_\_\_\_  
*\*Please note the exhibitor is responsible for scheduling the carrier, supplying shipping labels and addressing all freight.*

\_\_\_\_\_ The preferred GROUND carrier, **ABF Freight Systems, Inc.** is authorized to ship show materials to the above address.

*\*Please note the exhibitor is responsible for addressing Bills of Lading and labeling all freight.*

**Please indicate billing information for carrier charges if different than above:**

SHIPPER (SIGNATURE)
SHIPPER (PRINT NAME)
FREIGHT CHARGES BILLED TO:
STREET:
CITY/ STATE / ZIP:

**JNC 2012**

## Crowne Plaza Colorado Springs Hotel

2886 S. Circle Dr.

Colorado Springs, CO 80906

(719) 576-5900

Fax: (719) 576-0507

### Exhibitor Form

Name of Exhibition or Show: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Booth #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date(s): \_\_\_\_\_

Item	Quantity	Price
<b>Electrical</b>		
110V 20 Amp Circuit		\$45.00 per day *
208V/50 Amps		\$250.00 per day *
208V/Special Requirements (hook-up)		\$250.00 per day
<b>Extension Cords</b>		\$5.00 each *
<b>Phone Lines</b>	Outside Lines	\$80.00 per day *
<b>High Speed Internet</b>	Per connection, per day	\$75.00 per day
	Prices may vary for added capabilities	
<b>Banners/Signs</b>		
	One Banner (up to 12')	\$20.00 (over 12' is \$10.00 more)
<b>Total of All Services Rendered</b>		<b>* Sales tax 7.4% charged to applicable items.</b>

**PHONE CHARGES:**

All phone lines have applicable calling fees. Long Distance calls are charged at applicable rates.

**RATES:**

Rates quoted above cover only bringing of service to the booth and do not include connecting equipment or special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material bases. Proper tagging of equipment to indicate voltage, phase, current, etc., are exhibitor's responsibility. The hotel is not responsible for power outages.

**SPECIAL WIRING:**

Electrical labor rate: \$40.00 per hour between 6:00AM – 4:00PM.: \$60.00 per hour Saturday, Sunday, Holidays and after 4:00PM. Labor is quoted at a two hour minimum.

**AUDIO VISUAL REQUIREMENTS:**

Audio-Visual equipment is available on premise at the hotel. Microphones, screens, sound equipment plus a full range of other audio-visual equipment and services are available by advance order. Please contact your hotel catering/convention services manager.

**RESPONSIBILITIES:**

In the event that any damage occurs to the Crowne Plaza furniture, fixtures, building, or equipment caused by installation, presence, and/or removal of exhibit materials, the above signer shall reimburse the Crowne Plaza for the cost of such repair or replacement as may be necessary.

The exhibitor indemnifies and agrees to hold harmless the Crowne Plaza, its officers, directors, employees and agents from and against any actions, losses, coats, damages and expenses (including attorney fees) arising from damages to property or bodily injury to the exhibitor, his agents, representatives and employees by reason of the exhibitor's occupancy or use of the exhibitor facilities.

**BILLING OPTIONS:**

The hotel accepts the following credit cards: American Express, VISA, MasterCard, Diners Club, Carte Blanche, or Discover. The proper credit card authorization form must be filled out in its entirety (2) weeks prior to arrival. The hotel will also accept cash or checks (2) weeks prior to arrival. No other form of payment will be accepted. **No services will be rendered if proper payment is not received.**

*This form will be record as a receipt for billed items.*

Signature/Date: \_\_\_\_\_

*Crowne Plaza Colorado Springs Hotel*  
**Credit Card Authorization Form**

Please print all information, except signature line.  
**All fields are required for the Crowne Plaza to accept this credit card as form of payment.**

Group/Guest Name: \_\_\_\_\_

Date(s) of Arrival/Event: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ AMEX MC V DISC DINERS

Expiration Date: \_\_\_\_\_ CVV2# \_\_\_\_\_  
(this is the 3 digit number on the back of the credit card)

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

Address of Card Holder: \_\_\_\_\_  
(this is the billing address of the credit card – which would be the guest home or company address)

City, State, Zip Code: \_\_\_\_\_

Home/Business Phone Number: \_\_\_\_\_

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**We will need the following information faxed back along with this form:**

1. A legible photo copy of the front and back of the credit card.
2. A legible photo copy of the credit card holder's driver's license.  
(in the case of a company credit card, a copy of the signature-authorized driver's license will be accepted)

Card Holder's Signature: \_\_\_\_\_

*By signing this form, I authorize the Crowne Plaza Colorado Springs Hotel to bill my credit card for:*  
Please check all that apply.

\_\_\_\_\_ Exhibitor Charges Only  
\_\_\_\_\_ All charges as it relates to the guest or group  
\_\_\_\_\_ Other: \_\_\_\_\_  
**Please Specify**

**Sales Office Fax**  
719-576-0507

**Front Office Fax**  
719-576-7695