IMPORTANT EXHIBITOR TIPS AND REMINDERS

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

- **Booth Package** (included with your booth purchase/registration):
  - 8' Draped Back Wall
  - 3' Draped Side Rail
  - (1) 6' Draped Table
  - (2) Chairs
  - (1) Waste Basket w/ Liner
  - (1) 7” x 44” ID Sign

- **Official Decorator**: Convention Services of the Southwest, Inc. (CSS) has been contracted to provide resources and services for the show (e.g. additional/different furnishings for your booth, labor for setting up your booth, material handling for shipments being sent to the show, etc.). You will find everything you need to order through the CSS online ordering system or in the Exhibitor Service Kit.
  - **On-Line Ordering** is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact CSS at esr@cssabq.com or (505) 243-9889 to obtain one.
  - **Shipments / Drayage (Material Handling)**:
    - **Shipping** is the movement of freight from one city to the next (i.e. shipping items to the show or warehouse by the Exhibitor). Exhibitors may use any carrier or their choice for shipping.
      - **Please note**: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
    - **Drayage (Material Handling)** includes receiving the shipment, storing the shipment delivering to the booth, storing the empty containers if needed during the show, moving the pieces from the booth to the loading dock and loading on to the designated outbound carrier at the end of the show. Additional information on Material Handling is available in the Exhibitor Service Kit or from CSS.
      - CSS will receive shipments at the advanced warehouse between Monday, September 14 – Monday, October 12, 2020, and at the exhibit facility beginning Wednesday, October 14, 2020. Shipments arriving outside of these dates may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the Exhibitor.

- **Electrical, Internet, AV, and Lead Scanning**:
  - Forms for ordering Power, Internet, AV and Lead Retrieval services are also included in the exhibitor kit, although these services are not provided by CSS.

- **Assistance**: Please do not hesitate to contact us if you need help or just have a question. We want you to have a successful show. We are very grateful for your support, and we are anticipating another very successful AISES conference.
  - **Prior to the Show**:
    - AISES personnel can help with all conference information: conference@aises.org or (720) 552-6123 option 5
    - CSS can provide assistance with or answer questions about the Exhibitor Service Kit ordering:
      - Lorie Wrobel
      - Email: esr@cssabq.com
      - Phone: (505) 243-9889
  - **On-Site Help**:
    - AISES personnel will be available on site to help you from October 15th through the end of the conference. You may reach them at the on-site AISES registration desks.
    - CSS will also have a service desk in the exhibit hall to answer questions as you are moving in and out if you have reserved booth space. Other service providers will also have representatives present.
2020 AISES NATIONAL CONFERENCE  
Spokane Convention Center  
Spokane, Washington  
Thursday, October 15 – Saturday, October 17, 2020

Dear Exhibitor:

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

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

When placing your order, please keep in mind:

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

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

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

- Please include the prevailing sales tax in your order, **currently 8.9% in Spokane, Washington**. Sales tax is applicable to rentals. Labor, and material handling services are exempt in the state of Washington. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

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

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

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

SHOW INFORMATION
QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: 2020 AISES National Conference

EXHIBIT HALL
Exhibitor Move-In: Thursday, October 15, 2020 7:00AM – 5:00PM
Show Date: Friday, October 16, 2020 9:00AM – 4:00PM
Exhibitor Feedback Session: Friday, October 16, 2020 4:00PM – 5:00P
Exhibitor Move-Out: Friday, October 16, 2020 5:00PM – 8:30PM

MARKETPLACE
Vendor Move-In: Thursday, October 15, 2020 8:00AM – 12:00PM
Show Date(s): Thursday, October 15, 2020 12:00PM – 5:00PM
Friday, October 16, 2020 10:00AM – 6:00PM
Saturday, October 17, 2020 10:00AM – 5:30PM
Vendor Move-Out: Saturday, October 17, 2020 5:30PM – 7:00PM

Outside freight carriers must be checked in by:
All materials must be packed with bill(s) of lading turned in to CSS by:

SHOW LOCATION: Spokane CC • Exhibit Halls A-C • 334 West Spokane Falls Blvd. • Spokane, WA 99201

STANDARD BOOTH PACKAGE:
(Included with booth purchase)

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

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

The exhibit hall is NOT carpeted. Aisle Carpet is Cayenne.

IMPORTANT DEADLINES:
First date freight can arrive at the advance warehouse:
Submission deadline for exhibitor appointed contractor (EAC) notification:
Last date to receive certificate of insurance for EAC:
Advance Orders and Payment Deadline:
Last date freight can arrive at the advance warehouse:
First date for direct shipments to facility:

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING
Monday – Friday 9:00AM – 6:00PM
Monday, September 14 – Monday, October 12, 2020

ADVANCE SHIPPING ADDRESS
Ship To: Exhibitor Name and Booth #
AISES 2020
c/o CSS
YRC Spokane – 658
3901 East Broadway Ave.
Spokane, WA 99202

FIRST DAY FOR DIRECT FREIGHT
Wednesday, October 14, 2020 — 8:00AM – 5:00PM
Thursday, October 15, 2020 — 8:00AM – 5:00PM

DIRECT SHIPPING ADDRESS
Ship To: Exhibitor Name and Booth #
c/o CSS
AISES 2020
Spokane Convention Center – Halls A - D
334 West Spokane Falls Blvd.
Spokane, WA 99201

Rev 02.15
## CREDIT CARD AUTHORIZATION

**Order Summary Form**

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>AISES 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Payment Deadline:</td>
<td>Thurs., September 24, 2020</td>
</tr>
<tr>
<td>Booth # (s):</td>
<td></td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Telephone #:</td>
<td></td>
</tr>
<tr>
<td>Billing Address:</td>
<td></td>
</tr>
<tr>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Authorized by:</td>
<td></td>
</tr>
</tbody>
</table>

### CREDIT CARD CHARGE AUTHORIZATION

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

| Account #: |           |
| Expiration Date: |           |
| Billing Zip Code: |           |
| Card Verification # (3 or 4 Digit Code on Card): |           |

| Cardholder Signature |           |
| Cardholder Name (please print) |           |

### CSS ORDER FORMS

| Furnishings | XXXXXXXXX |
| Upgrade Furnishings | XXXXXXXXX |
| Carpet / Prestige Carpet | XXXXXXXXX |
| Rental Display | XXXXXXXXX |
| Labor | XXXXXXXXX |
| Rigging | XXXXXXXXX |
| Material Handling | XXXXXXXXX |
| Cleaning | XXXXXXXXX |
| Floral | XXXXXXXXX |
| Sign/Graphics | XXXXXXXXX |
| Electrical – IT – AV | XXXXXXXXX |
| Catering | XXXXXXXXX |
| Lead Retrieval | XXXXXXXXX |

**Estimated Total** *(includes State Tax where applicable)*

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

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Rev 08.1
PAYMENT POLICY

ADVANCE PRICING

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

PAYMENT OPTIONS

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

1. Service Kit (pdf download)
   a. Advance payment by Company Check, Wire Transfer, or e-check: All checks for show services provided by CSS should be made payable to Convention Services of the Southwest, Inc. (CSS) and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A Credit Card Authorization form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
      i. Please note that for Wire Transfer/ACH payments, CSS does not pay bank fees from the sending or receiving bank. Please add $25.00 to amounts transferred to be considered paid in full.
      ii. CSS will add a fee of $35.00 to any order where the check payment is returned as insufficient funds.
   b. Credit Card: For your convenience we accept Visa, MasterCard, and American Express. You must complete the Credit Card Authorization form. For discount rates to apply, CSS must receive this form by Thursday, September 24, 2020. (There will be a $75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)

2. On-Line Ordering
   a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes (drayage fees are added once freight is received and floor orders may be added).

PAYMENT TERMS

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

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

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

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See Third Party Payment Form). Third Parties must contact CSS for an on-line log in.
THIRD PARTY PAYMENT FORM

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

- The payment record of the third party is acceptable to CSS.
- This completed form is to be signed by BOTH PARTIES and returned to CSS by Thursday, September 24, 2020.
- 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.

<table>
<thead>
<tr>
<th>Event Name: AISES 2020</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibiting Company:</td>
<td>Display House</td>
</tr>
<tr>
<td></td>
<td>3rd Party:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>City/State/Zip:</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>Telephone #:</td>
</tr>
<tr>
<td>Fax #:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Email address:</td>
</tr>
<tr>
<td>Authorized Signature:</td>
<td>Authorized Signature:</td>
</tr>
<tr>
<td>Print Name &amp; Title:</td>
<td>Print Name &amp; Title:</td>
</tr>
</tbody>
</table>
**FURNISHINGS ORDER FORM**

**Event Name:** AISES 2020  
**Advance Payment Deadline:** Thurs., September 24, 2020  
**Booth # (s):**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Telephone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

**Authorized by:**

| DRAPE DISPLAY TABLES - 30" HIGH (choose skirt color below) |
|---|---|---|
| **Quantity** | **Description** | **Advance Price** | **Standard Price** |
| 4'L X 30"H Draped Table | | 153 | 183 |
| 6'L X 30"H Draped Table | | 172 | 206 |
| 8'L X 30"H Draped Table | | 200 | 240 |

| DRAPE DISPLAY COUNTERS - 40" HIGH (choose skirt color below) |
|---|---|---|
| **Quantity** | **Description** | **Advance Price** | **Standard Price** |
| 4'L X 40"H Draped Counter | | 175 | 210 |
| 6'L X 40"H Draped Counter | | 197 | 236 |
| 8'L X 40"H Draped Counter | | 230 | 276 |
| 30"D X 40"H Spandex Round Highboy | | 197 | 236 |

| UNDRAPED DISPLAY TABLES - 30" HIGH |
|---|---|---|
| **Quantity** | **Description** | **Advance Price** | **Standard Price** |
| 4'L X 30"H Undraped Table | | 88 | 106 |
| 6'L X 30"H Undraped Table | | 101 | 121 |
| 8'L X 30"H Undraped Table | | 128 | 153 |
| 30"H Conference Table (circle choice) 36"D Black 36" D White 40"D Grey | | 276 | 331 |

| UNDRAPED DISPLAY COUNTERS - 40" HIGH |
|---|---|---|
| **Quantity** | **Description** | **Advance Price** | **Standard Price** |
| 4'L X 40"H Undraped Counter | | 101 | 121 |
| 6'L X 40"H Undraped Counter | | 117 | 140 |
| 8'L X 40"H Undraped Counter | | 134 | 161 |
| 40"H Conference Counter (circle choice) 36"D Black 36" D White 40"D Grey | | 295 | 333 |

| TABLE SKIRTING (please circle color below) |
|---|---|---|
| **Quantity** | **Description** | **Advance Price** | **Standard Price** |
| 4th Side Table Drape for Table 30"H | | 68 | 79 |
| 4th Side Table Drape for Counter 40"H | | 87 | 101 |
| Individual Table Skirt for Table 30"H | | 79 | 93 |
| Individual Table Skirt for Counter 40"H | | 100 | 116 |

| SPECIAL DRAPERY (6' minimum) (choose drape color below) |
|---|---|---|
| **Quantity** | **Description** | **Advance Price** | **Standard Price** |
| 3' High Drapery/linear ft. | | 13 | 17 |
| 8' High Drapery/linear ft. | | 22 | 26 |
| 3' Upright w/ ½ Base | | 24 | 28 |
| 8' Upright w/ Full Base | | 25 | 30 |
| Crossbar | | 25 | 30 |

| STANDARD FURNITURE AND ACCESSORIES |
|---|---|---|
| Grey Molded Plastic Chair | | 67 | 84 |
| Padded Side Chair | | 90 | 113 |
| Padded Arm Chair | | 98 | 122 |
| Upholstered Bar Stool with Back | | 110 | 138 |
| Bag Rack (circle choice) 11"H waterfall | | 88 | 106 |
| Literature Rack (circle choice) flat accordion | | 208 | 249 |
| Aluminum Easel | | 41 | 49 |
| iPad Stand | | 236 | 284 |
| Wastebasket with Liner | | 28 | 34 |
| Fishbowl | | 39 | 47 |
| 4" x 8" Board* (circle choices) Peg Board or Poster Board Horizontal or Vertical | | 191 | 229 |
| 36" x 48" Double Sided Magnetic Whiteboard | | 191 | 229 |
| 4'L X 7"H Table Riser (draped in vinyl) | | 74 | 89 |
| 6'L X 7"H Table Riser (draped in vinyl) | | 96 | 115 |
| Glass Show Case (48"W x 18"D x 38"H) w/lock and light | | 414 | Contact for Quote |

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

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

<table>
<thead>
<tr>
<th>Blue</th>
<th>Gold</th>
<th>Teal</th>
<th>Beige</th>
<th>Hunter Green</th>
<th>Red</th>
<th>Black</th>
<th>Blue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>White</td>
<td>Peach</td>
<td>Burgundy</td>
<td>Terra-Cotta</td>
<td>White</td>
<td>Teal</td>
<td>Silver</td>
</tr>
<tr>
<td>Red</td>
<td>Silver</td>
<td>Plum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE READ PAYMENT POLICY**

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>Tax (8.9%)</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

Rev 11.17
STANDARD FURNISHINGS

DRAPE COLORS
- BLUE
- RED
- GOLD
- SILVER
- TEAL
- PEACH
- TERRA-COTTA

SPANDEX COLORS
- BLACK
- WHITE
- PLUM
- BEIGE
- BURGUNDY
- HUNTER GREEN
- EGGPLANT
- BLUEBERRY
- ORANGE
- FUCHSIA
- ROYAL BLUE

DRAPE COLORS
- DRAPED TABLE
  2' W x (4', 6', OR 8' L) x 30" H
- DRAPED COUNTER
  2' W x (4', 6', OR 8' L) x 40" H
- UNDRAPED TABLE/COUNTER
  2' W x (4', 6', OR 8' L) x 30" H OR 40" H

SPANDEX COLORS
- SPANDEX HIGHBOY
  30" D x 40" H
- ROUND CONFERENCE TABLE/COUNTER
  36" D (BLACK/WHITE) OR 40" D (GREY) x 30" OR 40" H

MOLDED PLASTIC CHAIR
- PADDED SIDE CHAIR
- PADDED ARM CHAIR
- UPHOLSTERED BAR STOOL
STANDARD FURNISHINGS

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

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

ALUMINUM EASEL
64” H X 32” W X 32” L

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

ACCORDION LITERATURE STAND
5’ HIGH

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

POSTER BOARD (HORIZONTAL)
4’ X 8’

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

GLASS SHOW CASE
38” H X 48” W X 18” D
**UPGRADE FURNISHINGS ORDER FORM**

**Event Name:** AISES 2020

**Advance Payment Deadline:** Thurs., September 24, 2020

**Booth # (s):**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Telephone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

**Authorized by:**

---

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

### UPGRADE CHAIRS

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

### UPGRADE TABLES

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

### UPGRADE SEATING

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

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

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

**PLEASE READ PAYMENT POLICY**

| SUBTOTAL | $ |
| Tax (8.9%) | $ |
| TOTAL | $ |
LEATHER OFFICE CHAIR
WITH MESH BACK
34.75" H x 22.75" W x 24" D

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

MESH STENO CHAIR
w/ WHEELS
38.5-42.2" H x 27.1" W x 26.7" D

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

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

24" BISTRO TABLE shown with JETSON CHAIRS 15”x15” (adjustable seat) – rented separately
White – 23.75” D x 26.25” – 35.75” H (adjustable) – Black – 24” D x 42” H
RECTANGULAR CONFERENCE TABLE
30” H x 36” W x 60” D

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

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

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

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

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

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

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

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

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

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

VANILLA FUTON LOUNGER
32” H X 71” W 34” D
### CARPET ORDER FORM

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>AISES 2020</th>
<th>Advance Payment Deadline:</th>
<th>Thurs., September 24, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
<td>Telephone #:</td>
<td></td>
</tr>
<tr>
<td>Billing Address:</td>
<td></td>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Authorized by:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STANDARD CARPET

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' carpet</td>
<td>176</td>
<td>212</td>
<td></td>
</tr>
<tr>
<td>10' x 20' carpet</td>
<td>307</td>
<td>369</td>
<td></td>
</tr>
<tr>
<td>10' x 30' carpet</td>
<td>461</td>
<td>554</td>
<td></td>
</tr>
<tr>
<td>10' x 40' carpet</td>
<td>616</td>
<td>739</td>
<td></td>
</tr>
</tbody>
</table>

### STANDARD CARPET COLOR (please circle color choice)

- Blue
- Red
- Grey
- Teal
- Hunter Green
- Black
- Burgundy
- Plum

### SPECIAL CUT STANDARD CARPET

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

\[
\text{Carpet Size} \ \text{________} \times \ \text{________} = \ \text{________ square feet} \times \$3.80 = \$ \ \text{TOTAL}
\]

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

\[
\text{________} \times \ \text{________} = \ \text{________ square feet} \times \$0.85 = \$ \ \text{TOTAL}
\]

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

\[
\text{________} \times \ \text{________} = \ \text{________ square feet} \times \$1.25 = \$ \ \text{TOTAL}
\]

**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**

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax (8.9%)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

For color samples please visit [http://www.cssabq.com/exhibitors/exhibitor-services](http://www.cssabq.com/exhibitors/exhibitor-services).
### PRESTIGE CARPET ORDER FORM

**Event Name:** AISES 2020  
**Advance Payment Deadline:** Thurs., September 24, 2020  
**Booth # (s):**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Telephone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

**Authorized by:**

---

**SPECIAL CUT PRESTIGE CARPET**

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

<table>
<thead>
<tr>
<th>Carpet Size</th>
<th>=</th>
<th>square feet</th>
<th>x</th>
<th>$5.00</th>
<th>=</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**PRESTIGE CARPET COLOR** (please circle color choice)

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

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

<table>
<thead>
<tr>
<th>=</th>
<th>square feet</th>
<th>x</th>
<th>$0.85</th>
<th>=</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>=</th>
<th>square feet</th>
<th>x</th>
<th>$1.25</th>
<th>=</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

**NO REFUNDS ON SPECIAL ORDER CARPET – ALL SALES ARE FINAL**

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

- Mail Photo to: ____________________________________________________________
- Attention: _____________________________________________________________
- Company: _____________________________________________________________
- Address: ______________________________________________________________
- City: __________________ State: __________________ Zip Code: ______________
- Phone Number: _________________________________________________________

**PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.**

For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.

**NO TELEPHONE ORDERS WILL BE ACCEPTED.**

**All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**

**PLEASE READ PAYMENT POLICY**

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax (8.9%)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
RENTAL DISPLAY ORDER FORM

Event Name: AISES 2020

Advance Payment Deadline: Thurs., September 24, 2020

Company Name:

Billing Address:

City/State/Zip:

Authorized by:

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY

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

RENTAL DISPLAY UNITS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic #3000</td>
<td>1103</td>
<td>1323</td>
<td></td>
</tr>
<tr>
<td>10’x10’ #3010</td>
<td>1418</td>
<td>1701</td>
<td></td>
</tr>
<tr>
<td>10’x10’ #3001 (3 spotlights, 1 shelf)</td>
<td>2678</td>
<td>3213</td>
<td></td>
</tr>
<tr>
<td>10’x10’ #3002 (3 spotlights, 1 shelf, 1-1 meter counter)</td>
<td>2993</td>
<td>3591</td>
<td></td>
</tr>
<tr>
<td>10’x10’ #3002A (3 spotlights, 1 shelf, 1-½ round counter)</td>
<td>3200</td>
<td>3840</td>
<td></td>
</tr>
<tr>
<td>10’x10’ #3011 (2 spotlights, 1-1 meter curved counter)</td>
<td>3200</td>
<td>3840</td>
<td></td>
</tr>
<tr>
<td>10’x10’ #3012 (2 spotlights, 2-½ meter pedestals)</td>
<td>3358</td>
<td>4029</td>
<td></td>
</tr>
<tr>
<td>10’x10’ #3013 (3 spotlights, curved end back counter)</td>
<td>3572</td>
<td>4287</td>
<td></td>
</tr>
<tr>
<td>10’x10’ #3014 (1 spotlight, 1-¼ round counter)</td>
<td>3780</td>
<td>4536</td>
<td></td>
</tr>
<tr>
<td>10’x20’ #3003 (6 spotlights)</td>
<td>3938</td>
<td>4723</td>
<td></td>
</tr>
<tr>
<td>10’x20’ #3004 (6 spotlights, 1-2 meter counter)</td>
<td>4202</td>
<td>5043</td>
<td></td>
</tr>
<tr>
<td>10’x20’ #3020 (5 spotlights)</td>
<td>4517</td>
<td>5420</td>
<td></td>
</tr>
<tr>
<td>10’x20’ #3005 (6 spotlights, 1-1 meter closet)</td>
<td>4725</td>
<td>5670</td>
<td></td>
</tr>
<tr>
<td>10’x20’ #3021 (6 spotlights, 1-2 meter radius counter)</td>
<td>4725</td>
<td>5670</td>
<td></td>
</tr>
<tr>
<td>10’x20’ #3022 (6 spotlights, curved header, 1-2 meter counter)</td>
<td>4832</td>
<td>5799</td>
<td></td>
</tr>
<tr>
<td>10’x20’ #3023 (6 spotlights, 1-2 meter counter w/ curved ends)</td>
<td>4832</td>
<td>5799</td>
<td></td>
</tr>
<tr>
<td>10’x20’ #3024 (6 spotlights, 4 curved shelves, 1-½ round counter)</td>
<td>4933</td>
<td>5919</td>
<td></td>
</tr>
<tr>
<td>10’x20’ #3025 (7 spotlights, 3-1.5 meter curved counters)</td>
<td>5090</td>
<td>6108</td>
<td></td>
</tr>
<tr>
<td>10’x10’ Office #3006</td>
<td>2986</td>
<td>3583</td>
<td></td>
</tr>
<tr>
<td>Table Top Display #3007</td>
<td>386</td>
<td>703</td>
<td></td>
</tr>
<tr>
<td>Custom Display Units</td>
<td>Contact for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Header Copy Options (please select choice):

- Custom Graphics with logo can be provided at no additional cost. (Please contact for further instructions.)
- Standard Header: Black Block Lettering (indicate header text in box below)

Panel Type (please circle choice):

- Grey Velcro
- Black Velcro
- Blue Velcro
- White Hard Wall

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

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

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

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

- Blue
- Red
- Teal
- Grey
- Plum
- Black
- Hunter Green
- Burgundy

ACCESSORIES

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

PLEASE READ PAYMENT POLICY

<table>
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<tr>
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</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
DATE: ____________
GROUP: ___________________________
EVENT DATE: _______________________

Please Bill this Deposit/Balance to the following Credit Card and send receipt to client. Center/Arena

CREDIT CARD BILLING

___ VISA

___ MASTERCARD

___ DISCOVER

___ AMERICAN EXPRESS

CARD NUMBER ________________________________

NAME ON CARD ________________________________

EXPIRATION DATE ________________

V-CODE __________________________

AMOUNT _______________________

MAILING ADDRESS ________________________________

PHONE NUMBER ________________________________

CONTACT Megan Kasper for the Full Catering Menu and to place your order!
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 ensure their contractor (EAC) provides CSS with a Certificate of Insurance indicating a minimum of $1,000,000 liability coverage, including property damage, and naming CSS as additional insured by Monday, September 14, 2020. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If CSS does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- The EAC must have all business licenses, permits, and Workers’ Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with CSS all reasonable costs incurred as a result of relating to the EAC’s operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide CSS and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badge requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. (Show aisles and public space are not part of the booth area.)
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

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

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

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

AISES 2020
Event Name: AISES 2020  
Advance Payment Deadline: Thurs., September 24, 2020  
Booth # (s): 

Company Name:  
Telephone #:  
Billing Address:  
Fax #:  
City/State/Zip:  
Email Address:  
Authorized by:  

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

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

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

**Exhibitor must contract all sign hanging with the official service contractor.  
If banner or sign requires assembly, installation, and/or dismantling with the use of supporting devices such as cabling, wire, crosby’s, and/or turnbuckles, work will be performed on a time and material basis. Materials will be invoiced at show site.  

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

Does sign need to be assembled? YES NO  

Please order sign assembly from “Labor Order Form”.  

Please complete this section:  

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Approximate Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALLATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISMANTLE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

PLEASE READ PAYMENT POLICY  

<table>
<thead>
<tr>
<th></th>
<th>SUBTOTAL</th>
<th>Tax Exempt</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBTOTAL</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Tax Exempt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

MATERIAL HANDLING INFORMATION

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

- Please prepay all shipping charges. CSS cannot accept or be responsible for collect shipments. Keep in mind, material handling (drayage) charges and shipping charges are not the same thing.
  - “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock.
  - “Shipping” is movement of freight from city to city on a designated carrier.

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

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

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

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

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

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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

LIMITS OF LIABILITY

PLEASE READ:

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

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

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

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

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

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

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

CSS will not be responsible for:

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

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.
**Event Name:** AISES 2020  
**Advance Payment Deadline:** Thurs., September 24, 2020  
**Booth # (s):**

<table>
<thead>
<tr>
<th>Company Name:</th>
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<td>Fax #:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

Authorized by:

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

**ADVANCE FREIGHT RECEIVING**
Monday – Friday 8:00AM – 6:00PM  
Monday, September 14 – Monday, October 12, 2020

**ADVANCE SHIPPING ADDRESS**

<table>
<thead>
<tr>
<th>Ship To:</th>
<th>Exhibitor Name and Booth #</th>
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<tbody>
<tr>
<td>AISES 2020</td>
<td>c/o CSS</td>
</tr>
<tr>
<td>YRC Spokane – 658</td>
<td></td>
</tr>
<tr>
<td>3901 East Broadway Ave.</td>
<td></td>
</tr>
<tr>
<td>Spokane, WA 99202</td>
<td></td>
</tr>
</tbody>
</table>

**Number of Pieces:**

**Weight:**

Inbound Freight Carrier:

**FIRST DAY FOR DIRECT FREIGHT**
Wednesday, October 14, 2020 --- 8:00AM – 5:00PM  
Thursday, October 15, 2020 --- 8:00AM – 5:00PM

**DIRECT SHIPPING ADDRESS**

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<tr>
<td>Spokane Convention Center – Halls A - D</td>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
<td>Spokane, WA 99201</td>
<td></td>
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</table>

**Number of Pieces:**

**Weight:**

Inbound Freight Carrier:

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

**Freight will be re-routed from show floor on Friday, October 16, 2020 @ 8:00PM**

**SAMPLE:** Weight __500__ ÷ 100 = Total CWT __5__ @ __$112__ per cwt = __$560__

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

$112 per cwt.  
$224 minimum charge

Weight ________ ÷ 100 = Total CWT __________ @ $112 per cwt = __________

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

$102 per cwt.  
$204 minimum charge

Weight ________ ÷ 100 = Total CWT __________ @ $102 per cwt = __________

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

**ADDITIONAL RATES:**

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

**PLEASE READ PAYMENT POLICY**

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

**Rev 11.18**
ADVANCE WAREHOUSE SHIPPING LABELS

ADVANCE WAREHOUSE

TO: _______________________________

TO: _______________________________

RUSH

(Exhibiting Company Name)

BOOTH #: ____  NO. _____ of _____ PCS

AISES 2020

c/o CSS

YRC Spokane - 658

3901 East Broadway Ave.

Spokane, WA  99202

Warehouse Hours: M-F  9AM-6PM

MUST ARRIVE BY: Mon, Oct 12, 2020

ADVANCE WAREHOUSE

TO: _______________________________

TO: _______________________________

RUSH

(Exhibiting Company Name)

BOOTH #: ____  NO. _____ of _____ PCS

AISES 2020

c/o CSS

YRC Spokane - 658

3901 East Broadway Ave.

Spokane, WA  99202

Warehouse Hours: M-F  9AM-6PM

MUST ARRIVE BY: Mon, Oct 12, 2020

DIRECT SHIPPING LABELS

DIRECT TO SHOW

TO: _______________________________

TO: _______________________________

RUSH

(Exhibiting Company Name)

BOOTH #: ____  NO. _____ of _____ PCS

AISES 2020

c/o CSS

Spokane CC – Halls A-D

334 Spokane Falls Blvd.

Spokane, WA  99201

Must NOT arrive before 10/14/20

DIRECT Shipments Received:

Wed., October 14, 2020 -- 8am – 5pm

Thurs., October 15, 2020 -- 8am – 5pm

DIRECT TO SHOW

TO: _______________________________

TO: _______________________________

RUSH

(Exhibiting Company Name)

BOOTH #: ____  NO. _____ of _____ PCS

AISES 2020

c/o CSS

Spokane CC – Halls A-D

334 Spokane Falls Blvd.

Spokane, WA  99201

Must NOT arrive before 10/14/20

DIRECT Shipments Received:

Wed., October 14, 2020 -- 8am – 5pm

Thurs., October 15, 2020 -- 8am – 5pm
**OUTBOUND SHIPPING INFORMATION**

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

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

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

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

**FROM:**
SHIPPER/EXHIBITOR NAME: _________________________________________________________________
BILLING ADDRESS: ______________________________________________________________________
_______________________________________________________________________________________
CITY: ___________________________________________  STATE: _________  ZIP: _______________

**TO:**
COMPANY NAME: _______________________________________________________________________
DELIVERY ADDRESS: _____________________________________________________________________
_______________________________________________________________________________________
CITY: ___________________________________________  STATE: _________  ZIP: _______________
PHONE#:____________________________________________  ATTN:  _____________________________
SPECIAL INSTRUCTIONS: ___________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

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

- ☐ The preferred carrier, CSS Logistics, is authorized to ship show materials to the above address. *(Must complete/include CSS Logistics forms.)*
- ☐ The assigned carrier PRE-SCHEDULED (by exhibitor) to pick-up during show move-out is: *(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)*
  - ☐ Common Carrier ___________________________________________________
  - ☐ Van Line __________________________________________________________
  - ☐ Air Freight _________________________________________________________

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

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

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

CSS LOGISTICS, Inc
1921 Bellamah NW
Albuquerque, NM 87104
p. 505.243.9889
f. 505.243.8197
CSSL@cssabq.com
CSS Logistics, Inc. is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: 2020 AISES National Conference
Spokane Convention Center
Thursday, October 15 – Saturday, October 17, 2020

Dear Exhibitor:

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

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

There is NO ADDITIONAL CHARGE for residential pick up/deliveries, lift gate requirements, fuel surcharges, and/or tradeshow overtime or detention fees. Charges are based on actual weight with additional charges only in cases of freight in excess of 8 linear feet.

CSS Logistics will not act as Importer of Record (IOR) or Ultimate Consignee and will not provide a Power of Attorney or FEIN numbers for international customs documentation,

SHOW SPECIAL
$285.00 each way
Show Special Shipping is 2-5 Day Ground Deferred Transit Time depending on location.
Only applies to total shipping weight of up to 140lbs
All items handled by CSS are subject to Material Handling charges regardless of carrier or weight. Please contact CSS for Material Handling requirements for your show at esr@cssabq.com

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

Thank you for your business!
# ORDER FORM
## SHIP TO ADVANCE WAREHOUSE

### SHIP DIRECT TO ADVANCE WAREHOUSE

**Show Name:** AISES 2020

**Freight is accepted from:** Mon, September 14 – Mon, October 12, 2020 -- M-F 9AM – 6PM

### Company:
- **Contact Name and Phone #**
- **Pick Up Address:** c/o CSS
- **City:** Spokane
- **State:** WA
- **Zip:** 99202

### Exhibitor:
- **Adv Whse Contact:** Lorie Wrobel
- **Phone:** 505-243-9889
- **Address:** YRC Spokane - 658
- **City:** Spokane
- **State:** WA
- **Zip:** 99202

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

### Freight by Air (Circle Service Desired)
- Overnight (Circle One): First AM AM PM
- 2nd Day Air (Circle One): AM Standard Delivery

### Special Services Needed/Requested – Important – Circle Y or N In Each Box

<table>
<thead>
<tr>
<th>Home Pick Up/Delivery</th>
<th>Y / N</th>
<th>Lift Gate Required</th>
<th>Y / N</th>
<th>High Rise Office</th>
<th>Y / N</th>
<th>Limited Access</th>
<th>Y / N</th>
<th>Dock Available</th>
<th>Y / N</th>
<th>Hazardous Materials</th>
<th>Y / N</th>
<th>Food</th>
<th>Y / N</th>
<th>Poison</th>
<th>Y / N</th>
</tr>
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If special services are required and not requested (e.g. site with no dock/limited access for 53’ trailer; lift gate required; etc.), a missed pick up fee may apply.

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<tr>
<th>No Pieces</th>
<th>Package Type</th>
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Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

### Credit Card Authorization

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

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

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<th>Credit Card #:</th>
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</table>

Name on card / Signature

**EMAIL (REQUIRED)**
**ORDER FORM**  
**SHIP DIRECT TO TRADESHOW**

**SHIP DIRECT TO TRADESHOW (SHOW SITE)**

**Show Name:** AISES 2020

**Booth #**

**FREIGHT IS ONLY ACCEPTED FROM:** Wednesday, October 14 – Thursday, October 15, 2020 -- 8AM – 5PM

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

### Exhibitor:
- **C/O CSS**
- **Phone:**
- **Facility:** Spokane Conv. Ctr.  
  - **Halls A-B**
- **Address:** 334 West Sppkane Falls Blvd.
- **City:** Spokane  
  - **State:** WA  
  - **Zip:** 99201

### Ship by Ground (Circle One)
- Standard Ground – 2-5 day week day transit, add 2 days for Pickup & Del
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**Credit Card #:**

**Expiration Date:**

**CIV Code:**

**Billing Zip Code:**

**Name on card / Signature**

**EMAIL (REQUIRED)**

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

Show Name: AISES 2020

Exhibiting Company:
Facility: Spokane CC – Halls A-D
Pick Up Address: 334 West Spokane Falls Blvd.
City: Spokane State: WA Zip: 99201

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

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

DELIVERY INFORMATION REQUIRED: ADVANCE WHSE  or  DIRECT
Delivery date: Not before _____________  Not after _____________

Exhibiting Company:
Show Name: Booth #:
C/O: Phone #:
Address:
City: State: Zip: 

SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND

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

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

Credit Card #: 
Expiration Date:  CIV Code:  Billing Zip Code: 

Name on card / Signature 
EMAIL (REQUIRED) Date
UNIFORM BILL OF LADING
TERMS AND CONDITIONS

Sec 1

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

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

Sec 2

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

Sec 3

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

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

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

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

Sec 4

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

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

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

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

Sec 5

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

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

Sec 6

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

Sec 7

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

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

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

Sec 8

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

Sec 9

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

FREIGHT DAMAGE OR LOSS

TRANSPORTING (CSS LOGISTICS) AND WAREHOUSING (CSS)

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

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

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

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

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

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

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

**PLEASE INSURE YOUR TRADESHOW MATERIALS THROUGH YOUR EXISTING INSURANCE COMPANY.**

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

I have read and understand the above terms and limits

_______________________________________  _____________________________________
Print Name      Signature
# CLEANING ORDER FORM

**Event Name:** AISES 2020  
**Advance Payment Deadline:** Thurs., September 24, 2020  
**Booth # (s):**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Telephone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Authorized by:</td>
<td></td>
</tr>
</tbody>
</table>

## CLEANING SERVICES (select only one of the services below)

<table>
<thead>
<tr>
<th>Quantity (# of booths)</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Cleaning</strong> (Vacuum &amp; empty wastebasket(s) before first show day only)</td>
<td>$ .50 per sq. ft. (One Day)</td>
<td></td>
</tr>
<tr>
<td><strong>Daily Cleaning</strong> (Vacuum &amp; empty wastebasket(s) for all show days)</td>
<td>$ .45 per sq. ft. (Daily)</td>
<td></td>
</tr>
<tr>
<td><strong>Daily Porter Service</strong> (Empty wastebasket(s) and periodic trash pick-up during show hours)</td>
<td>$2.00 per sq. ft. (Daily)</td>
<td></td>
</tr>
</tbody>
</table>

## PLEASE COMPUTE COST BELOW.

*(To compute booth size: Length x Width)*

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

<table>
<thead>
<tr>
<th># of Booths</th>
<th>Booth Size</th>
<th>= Total sq. ft.</th>
<th>X Rate per sq. ft.</th>
<th># of Days</th>
<th>= Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________</td>
<td>_________</td>
<td>= _____________</td>
<td>X _____________</td>
<td>X _____________</td>
<td>= _____________</td>
</tr>
</tbody>
</table>

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

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

## PLEASE READ PAYMENT POLICY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Tax (8.9%)</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
**FLORAL ORDER FORM**

**Event Name:** AISES 2020  
**Advance Payment Deadline:** Thurs., September 24, 2020

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Floral Arrangement 12&quot;H x 12&quot;W</td>
<td>104</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Floral Arrangement 18&quot;H x 12&quot;W</td>
<td>146</td>
<td>176</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Custom Designed Arrangement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Color:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Height:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Width:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Potted Flowers (please circle choice)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kalanchoe</td>
<td>95</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Persian Violet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Azalea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrysanthemum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begonia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cyclamen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seasonal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mums (select color)</td>
<td>95</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White</td>
<td>60</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purple</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rust</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Small Ferns</td>
<td>95</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Ferns</td>
<td>113</td>
<td>136</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 – 4 foot green plants</td>
<td>187</td>
<td>225</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 – 6 foot green plants</td>
<td>230</td>
<td>276</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 – 8 foot green plants</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Delivery Charge | 20 |

**PLEASE READ PAYMENT POLICY**

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

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

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

---

<table>
<thead>
<tr>
<th>Event Name:</th>
<th><strong>AISES 2020</strong></th>
<th>Advance Payment Deadline:</th>
<th>Thurs., September 24, 2020</th>
<th>Booth # (s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing Address:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized by:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Orientation</th>
<th>Letter Color</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td>Vertical</td>
<td></td>
<td></td>
<td>20</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>Vertical</td>
<td></td>
<td></td>
<td>45</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>Vertical</td>
<td></td>
<td></td>
<td>56</td>
<td>64</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td>Vertical</td>
<td></td>
<td></td>
<td>69</td>
<td>83</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>Vertical</td>
<td></td>
<td></td>
<td>93</td>
<td>112</td>
<td></td>
</tr>
<tr>
<td>24&quot; x 36&quot;</td>
<td>Vertical</td>
<td></td>
<td></td>
<td>126</td>
<td>151</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>Vertical</td>
<td></td>
<td></td>
<td>176</td>
<td>212</td>
<td></td>
</tr>
<tr>
<td>Meter Board (1 meter x 8')</td>
<td>Vertical (unframed)</td>
<td></td>
<td></td>
<td>397</td>
<td>476</td>
<td></td>
</tr>
<tr>
<td>Custom Signs</td>
<td>Vertical</td>
<td></td>
<td></td>
<td>Contact for Quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banners</td>
<td>Vertical</td>
<td></td>
<td></td>
<td>Contact for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**PLEASE READ PAYMENT POLICY.**

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

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

**Guidelines for Submitting Artwork:**

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

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

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

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

**PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:**
FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

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

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

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

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

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

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

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

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

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

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

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
C Section 2416.1 which states in part:

 irresponsible use of open flame 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 1/4 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 1/4 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 1/4 teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: a) openings on the sides shall not be more than 3/8 inch in diameter; b) openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in ten (10) seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Marshall, adequate safeguards have been taken, hand-held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

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

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

IN ALL CASES:

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

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

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

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

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

SAFETY GUIDELINES

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

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

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

WORK ZONE

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

Please follow the link below:

www.spokanecenter.com/orders

This will take you to a calendar of events. (you may need to scroll down the page about half way to find the calendar) Find your event and click on the **words** of the show **NOT** the calendar icon. This will redirect you to an account set up page. Please set up your account and place your order, be sure to print your order confirmation.

No Booth number, no worries. I will coordinate it with the final floor plan so your equipment is waiting for you.

**IMPORTANT INTERNET INFORMATION:**
We do have free wi-fi in the building limited to 5Mbps but as a caveat, if you are streaming video or using a vpn we highly suggest that you upgrade to the higher speed which is unlimited.

You may contact me directly with any questions at sstoll@spokanepfd.org or by phone at 509-279-7005.

We look forward to seeing you very soon.

Warm Regards,

Sue Stoll
Spokane Convention Center
Spokane Public Facilities District
sstoll@spokanepfd.org
509-279-7005
509-279-7060 (fax)
## Event Name:

### Event Date:

<table>
<thead>
<tr>
<th>Booth Number</th>
<th>Amount</th>
<th>Advanced Rate</th>
<th>On Floor Late Order Pricing</th>
<th>Extended Price</th>
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<td>500 Watt, or 5 amp</td>
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<td>152.00</td>
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<td>Free</td>
</tr>
<tr>
<td>High Speed Wireless</td>
<td>Unlimited</td>
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<td>Free</td>
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<tr>
<td>Internet - Hardline</td>
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<td>Free</td>
</tr>
<tr>
<td>Laptop PC with Internet (per day)</td>
<td>200.00</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Comcast Basic Cable</td>
<td>30.00</td>
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<td>Free</td>
</tr>
<tr>
<td>DVD Player (per day)</td>
<td>25.00</td>
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<td>Free</td>
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<tr>
<td>LCD Flat Screen 26” (per day)</td>
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<td>Free</td>
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<tr>
<td>LCD Flat Screen 32” (per day)</td>
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<td>Free</td>
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</tr>
<tr>
<td>55” LCD Flat Screen on Tall Stand (per day)</td>
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<td>AV Cart or projector stand (per day)</td>
<td>10.00</td>
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<td>Small Projector (per day)</td>
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<tr>
<td>Screen Small Tripod (per day)</td>
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<td>49” Confidence Monitor on stand (per day)</td>
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<tr>
<td>HDI Cable</td>
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<tr>
<td>VGA Cable</td>
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<tr>
<td>Compressed Air (1 connection &amp; 1.5 hrs labor)</td>
<td>385.50</td>
<td>Free</td>
<td>Free</td>
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<tr>
<td>Water Hook Up</td>
<td>50.00</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>1 - 50 Gallons</td>
<td>100.00</td>
<td>Free</td>
<td>Free</td>
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<td>51 - 200 Gallons</td>
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<td>201 - 500 Gallons</td>
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<td>Each Additional 100 Gal. up to 1000 Gal.</td>
<td>45.00</td>
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<td>Free</td>
</tr>
</tbody>
</table>

**Please include 8.9% Washington State Sales Tax to your order**

Tax @ 8.9%

Questions: Contact ssstoll@spokanepfd.org 334 Spokane Falls Blvd, Spokane WA 99201

Order online at www.spokanecenter.com/orders

( ) Visa  ( ) Master Card  ( ) Discover  ( ) American Ex.  Card No. ____________________________ Exp. Date: _____________ Code:________

Name as it appears on card: ________________________________________________

Address: __________________________________________ City _____________ St _____________ Zip _____________

I authorize the Spokane Public Facilities District to charge my credit card for the services listed:

Authorized Signature: ___________________________________________________________

Contact Name: _________________________________________________________________

E-mail ______________________________________________________________________ Phone: ( ____________ ) ________________
GENERAL INFORMATION

1. Exhibitors are to have all proper licenses and permits required by the State of Washington and the City of Spokane and comply with the regulations of the Spokane Fire Department and the Spokane Health Department.

2. All exhibitors must be properly identified when on site. Exhibitors without event identification will not be allowed in the service corridor or loading lock.

3. Spokane Convention Center storage space is limited therefore the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Goods arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time. All freight must be handled through the General Service Contractor who will deliver it to the facility during the approved move-in period.

4. By law smoking is strictly prohibited at all times in the Spokane Convention Center or within 25’ of any entrance or air intake system.

5. Loading in and loading out must be done through the designated loading docks assigned to the show. Loading in and loading out through Spokane Convention Center lobbies is strictly limited to hand carried items only and must be approved in advance. Materials that require the use of a wheeled apparatus must go through the dock area. Passenger elevators and escalators are designed for passenger use and not intended to carry heavy weights. Loading docks are for loading and unloading only. Tracked vehicles may not be driven across exhibit hall floor. All unauthorized vehicles left in the loading area will be towed away at the owner’s expense.

6. Limited carts are available for exhibitor use on a first come, first serve basis. It is best to bring your own. Use by Spokane Convention Center staff precludes use by exhibitors.

7. Food Sampling:
   - A full list of exhibitor booth food and beverage services—everything from nuts and coffee to finger food, sandwiches, and heavy hors d'oeuvres—is exclusively available from Centerplate. This service can be a great advantage to exhibitors.
   - Applications to distribute sample food productions must be made with Centerplate at least thirty days before the event and an approved application must be displayed within the booth.
   - Any exhibitors interested in distributing their own food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage related show. Only ‘bite size’ samples of food or no more than two (2) ounces of beverage may be distributed by exhibitors. Exhibitors cannot participate in cash sales of said product during the show. Food or beverage items to be consumed on site may not be sold from any consumer or trade show booth. NOTE: Any products that are sold for off-premise consumption must be packaged to discourage on premise consumption.
   - All persons dispensing product must have proper food handling permits from the Spokane Re-
8. With the exception of service animals and animals participating in contracted events such as dog, cat or cattle shows, animals are not allowed in the Spokane Convention Center without prior written approval from the Event Manager. When any display includes pens of enclosures containing live animals, the following minimal provision must be made:

- A protective coating such as plastic or Visqueen must be used to protect floors and any convention center equipment.

- Some type of absorbent (i.e. sawdust or fire retardant wood shavings) must be placed within the pens (and cleaned daily).

- Curbing, fencing or bike rack must be supplied to contain animals.

- Animals must be supervised at all times.

- Clean up and proper disposal of absorbents and waste.

9. Booth cleaning and housekeeping is the responsibility of the General Service Contractor. Spokane Convention Center staff will not perform these services.

10. Painting of any kind within the Spokane Convention Center is prohibited. Exhibitors may not glue, tape, tack, nail or in any way affixed to any interior or exterior surface of the Spokane Convention Center.

11. All banners and signage must be hung by the show’s General Service Contractor. Exhibitors may not hang banners or signage without approval from the show management.

12. Electrical and telecommunication services are exclusively provided by Spokane Convention Center.

13. No collections or donations, whether for charity or otherwise, shall be made, attempted or announced without prior written approval of the General Manager.

14. Spokane Convention Center is not responsible for trash generated by the Exhibitor. The show will be provided a bulk trash receptacle in the loading dock for exhibitor use.

15. Aisle ways and exits must remain clear and cannot be obstructed in any way during show hours. Please do not throw boxes or trash generated during show hours into the aisles.

16. Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load without prior approval from show management. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through show management. No vehicles with studded tires will be allowed inside the building.

17. Helium balloons (no smaller than 36” in diameter) are allowed only when they are anchored to exhibits and approved in advance by your Event Manager. Absolutely no helium balloons shall be permitted for giveaway or sale. Should a helium balloon rise to the ceiling, the cost of retrieving the balloon will be passed on to the Licensee. Helium tanks require storage in a proper storage receptacle approved in
advance by the Spokane Fire Department.

18. Spokane Convention Center has a 'no-tipping' policy. No exhibitor or contractor or representative of an exhibitor may give any gratuities, tips or gifts of any kind to any employee of the Center. We are here to serve you.

19. Landscaping/Soil Displays: Displays containing soil or rock (large and small), humus, or similar materials must use a minimum of 1/2” plywood or similar type of approved sheathing and a protective coating of plastic or Visqueen to protect the floor and all Spokane Convention Center equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage.

20. Basic rules for move-in and move-out:
   - For safety children under 16 are not permitted on the event floor during move-in and move-out.
   - No consumption of alcoholic beverages.
   - No horseplay, practical jokes, throwing of objects or display of unsafe objects.
   - No use or possession of illegal or controlled substances.
   - No speeding or reckless use of vehicles, forklifts, carts or equipment.
   - No tracked vehicles may be driven across the exhibit hall floor.
   - Proper footwear must be worn at all times.

STRUCTURES AND EXHIBIT BOOTH REQUIREMENTS

1. All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution. A single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth, etc cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the Yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building.

2. All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:
   - Three wire (ground) cords shall not be plugged into two (2) wire extension cords.
   - Extension cords (zip cords) shall not run under carpets/ rugs unless designed to.
   - There shall be a three (3) foot clearance from lights to any combustible materials.
• All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated. The Convention Center use agreement prohibits the use of multi-plugs; i.e. twin sockets/cube taps.

3. Combustible materials that are 3/8-inch or more in thickness or glass may be used without flame retardant treatment. Exception: paper products, such as cardboard, or foam products.

4. Booths and other structures shall not be constructed with any roof, ceiling or other obstruction without approval of the Spokane Fire Department Prevention Bureau. Structures having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors. Maximum aggregate size of 300 square foot canopies shall be rendered flame-resistant. Minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. An aggregate area exceeding 300 square feet will not be allowed.

5. All required “EXIT” signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs. Temporary additional “EXIT” signs may be required to clearly indicate the direction of egress.

6. Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 9'-6" feet wide with 11' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.

7. Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.

8. Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A: 10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use (out of the box).

9. The event manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply.

10. The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits, i.e., occupants standing to view or participate, and fixed seating capacity.

11. If there are any additional requirements, they shall be determined by the SFD Prevention Bureau for each event.

12. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.
COOKING, WARMING AND HEATING DEVICES

Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: Approved cooking devices that use no more than (2) 10-ounce non-refillable LPG containers having a maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed. Containers shall not be manifolded. Sterno may be used for warming trays. Other open flame devices are prohibited. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL or FM). Heating devices are allowed where the venting will meet indoor air quality or proper venting is provided. Cooking/warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.

1. Individual cooking/warming devices shall not exceed 288 square inches of surface area, approximately 12” x 24”.

2. The surfaces on which cooking or cooking appliances are located shall be constructed and arranged such that proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.

3. Fire protection shall be provided with any booth utilizing cooking/warming devices with no vegetable or animal oils and fats. Each device must meet one of these two (2) requirements: 1.) A 20B:C extinguisher and a lid for smothering, or 2.) An approved automatic extinguishing system (hood system).

Note: For multiple devices, one 20B:C extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30’ from the cooking equipment.

4. Any additional requirements shall be determined by the SFD Prevention Bureau for each event.

DISPLAY OF MOTORIZED VEHICLES

The Fire Department must be notified in advance if motorized vehicles are to be displayed during an event. Displayed motorized vehicles shall comply with the following and may also have to comply with additional rules and regulations required by the Fire Marshal:

1. No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.

2. All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Where it is not feasible to seal or lock the opening or where approved by the Fire Marshal, the fuel tank will be empty. Draining of the tank shall not occur in the Convention Center building.

3. Adding or removing fuel on site is prohibited (must be done outdoors). Special fuel blends use inside the building is subject to advanced approval by the Spokane Fire Department.

4. A vehicle key for each vehicle must be left in the Security Office or with an on-site responsible individual for emergencies.

5. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.
6. Fire protection for motor vehicle events shall be approved by the Spokane Fire Department. The level of protection required shall be determined for each event.

7. Vehicles, boats, and similar exhibited products having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors.

8. LPG/CNG tanks must meet one of these 3 requirements: 1) purge tank 2) remove tank 3) disconnect and cap tank. The intent of all of these choices is that the LPG/CNG appliances shall not be used while vehicle is being displayed.
DATE: __________
GROUP: __________________________
EVENT DATE: _____________________

Please Bill this Deposit/Balance to the following Credit Card and send receipt to client. Center/Arena

CREDIT CARD BILLING

__ VISA
__ MASTERCARD
__ DISCOVER
__ AMERICAN EXPRESS

CARD NUMBER ________________________________

NAME ON CARD ________________________________

EXPIRATION DATE ________________

V-CODE __________________________

AMOUNT _______________________

MAILING ADDRESS ________________________________

PHONE NUMBER ________________________________

CONTACT Megan Kasper for the Full Catering Menu and to place your order!
# Lead Retrieval Order Form

**DISCOUNT DEADLINE: FRIDAY, SEPTEMBER 18, 2020**

## Step 1. Choose Your Unit(s):

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<th>Unit</th>
<th>Mobile Plus™</th>
<th>iPad® Mini Plus™</th>
<th>LeadsPlus™ App</th>
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<tr>
<td>Note Taking &amp; Custom Qualifiers</td>
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<tr>
<td>$369.00 (Before 9/18/2020)</td>
<td>$419.00 (Show Rate)</td>
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<td>✓</td>
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<tr>
<td>Note Taking &amp; Custom Qualifiers</td>
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<tr>
<td>$359.00 (Before 9/18/2020)</td>
<td>$409.00 (First License)</td>
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<td>$99.00 (Additional License)</td>
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</table>

- **MobilePlus Add-Ons:**
  - Z Printer Plus™: $75.00 $95.00
  - Custom Survey: $60.00 $80.00
  - Delivery & Setup: $65.00 $85.00

- **LeadsPlus App Bundles:**
  - 3 Pack: $499.00
  - 6 Pack: $799.00
  - 10 Pack: $999.00

## Step 2. Add It Up:

| Sub-Total= $ __________________ |
| Total Due (in US Funds)= $ __________________ |

## Step 3. Enter Exhibitor Information:

| COMPANY ____________________________________________ | BOOTH NO. __________ |
| EMAIL(S) ___________________________________ | ADDRESS __________________________ CITY, STATE, ZIP, COUNTRY |
| ORDER CONTACT _______________________________ | PHONE NO. ______________ |
| ONSITE CONTACT __________________________ | ONSITE CELL PHONE __________ |

## Step 4: Select Your Payment Method:

- **To Pay By Credit Card**
  - CREDIT CARD NO.: ____________________________
  - CARDHOLDER NAME: ____________________________
  - EXPIRATION DATE: __________ / __________
  - SECURITY CODE: ____________________________

- **To Pay By Company Check OR Wire Transfer**

For information on paying by Company Check or Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 777.

**Terms & Conditions**

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

---

Visit Us at: [www.american-tradeshow.com](http://www.american-tradeshow.com)

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

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

Click [HERE](#) to Order Online

Username: AISES2020

Password: 2420