

IMPORTANT EXHIBITOR TIPS AND REMINDERS

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

- **Standard 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 and delivering to the booth, storing the empty containers if needed during the show, and 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 *Wednesday, September 3– Monday, September 29, 2025*, and at the exhibit facility beginning *Wednesday, October 1, 2025*. 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, Lead Scanning, Booth Cleaning, and Catering:**
 - Forms for ordering Power, Internet, AV, Lead Retrieval, Booth Cleaning, and Catering 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:**
 - Contact AISES staff for additional exhibitor support and conference information at exhibitors@aises.org or (720) 552-6123 option 5
 - CSS can help with or answer questions about the Exhibitor Service Kit ordering:
Espí Sanchez or Jeremy Flattley
Email: esr@cssabq.com
Phone: (505) 243-9889
 - **On-Site Help:**
 - AISES personnel will be available on site to help you from October 1st through the end of the college and career fair. 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.



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

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

2025 AISES NATIONAL CONFERENCE

Minneapolis Convention Center

Minneapolis, Minnesota

Thursday, October 2 – Saturday, October 4, 2025

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 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 9.03% in Minneapolis, Minnesota**. Sales tax is applicable to rentals. Labor and material handling services are exempt in the state of Minnesota with the exception of forklift labor. *(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 **ArcBest (ABF Freight) 1-800-654-7019**.

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

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



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: 2025 AISES National Conference

EXHIBIT HALL

Exhibitor Move-In:	Thursday, October 02, 2025	7:00AM – 5:00PM
Show Date:	Friday, October 03, 2025	9:00AM – 4:00PM
Exhibitor Move-Out:	Friday, October 03, 2025	4:30PM – 8:00PM

MARKETPLACE

Vendor Move-In:	Wednesday, October 01, 2025	12:00PM – 5:00PM
Show Dates:	Thursday, October 02, 2025	8:30AM – 5:30PM
	Friday, October 03, 2025	8:30AM – 5:30PM
	Saturday, October 04, 2025	8:30AM – 5:30PM
Vendor Move-Out:	Saturday, October 04, 2025	5:30PM – 7:00PM

Outside freight carriers must be checked in by:

Friday, October 03, 2025 @ 7:00PM

All materials must be packed with bill(s) of lading turned in to **CSS** by:

Friday, October 03, 2025 @ 8:00PM

SHOW LOCATION: Minneapolis CC • Halls C & D • 1301 Second Ave S • Minneapolis, MN, 55403

STANDARD BOOTH PACKAGE:

(Included with booth purchase)

The exhibit hall **IS NOT** carpeted.

Aisle Carpet color is **Tuxedo**.

EXHIBIT HALL - 10' x 10'

8' Black/Gold/Burgundy Draped Back Wall
3' Black Draped Side Rail

- (1) 6' Burgundy Draped Table
- (2) Molded Plastic Chairs
- (1) Waste Basket w/ Liner
- (1) ID Sign

MARKETPLACE - 10' x 10'

8' Black/Gold/Burgundy Draped Back Wall
3' Black Draped Side Rail

- (2) 8' Burgundy Draped Tables
- (2) Molded Plastic Chairs
- (1) Waste Basket w/ Liner
- (1) ID Sign

Note to Vehicle Exhibitors:

Visqueen or other floor covering (carpet) must be under the vehicle for facility floor protection.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:

Wednesday, September 03, 2025

Submission deadline for exhibitor appointed contractor (EAC) notification:

Wednesday, September 03, 2025

Last date to receive certificate of insurance for EAC:

Wednesday, September 03, 2025

Advance Orders and Payment Deadline:

Wednesday, September 17, 2025

Last date freight can arrive at the advance warehouse:

Monday, September 29, 2025

First date for direct shipments to facility:

Wednesday, October 01, 2025

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING

Monday – Friday - 9:00AM – 5:00PM

Wednesday, Sept 3 – Monday, Sept 29, 2025

ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
AISES 2025
c/o **CSS** / ABF
2950 Lone Oak Circle
Eagan, MN 55121

FIRST DAY FOR DIRECT FREIGHT

Wednesday, October 1, 2025 --- 8:00AM – 5:00PM

Thursday, October 2, 2025 --- 8:00AM – 5:00PM

DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o **CSS**
AISES 2025
Minneapolis CC - Halls C & D
1301 Second Ave S
Minneapolis, MN 55403



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2025	Advance Payment Deadline: Wednesday, September 17, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

For your payment security, we recommend that you log in to your account in our online ordering portal to authorize and process your order.

If you are unable to process your payment through our portal, you can 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.)

Last 4 of
Credit Card #:

--	--	--	--

Expiration
Date:

--	--	--	--

Billing
Zip Code:

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

You will need to call CSS to provide your complete credit card number and card verification # to adhere to PCI Compliance Standards.

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Upgrade Furnishings	
Carpet / Prestige Carpet	
Rental Display	
Labor	
Rigging	
Material Handling	
Floral	
Sign/Graphics	
Forms Included but ordered from a different location	
Internet	XXXXXXXX
AV	XXXXXXXX
Electrical / Cleaning (Facility)	XXXXXXXX
Catering	XXXXXXXX
Lead Retrieval	XXXXXXXX
Estimated Total (includes State Tax where applicable)	

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.

This form is intended as a tool to assist you and is not a replacement for any other form.



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PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE PRICING

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

PAYMENT OPTIONS

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

1. Service Kit (pdf download)
 - a. Advance payment by **Company Check, Wire Transfer, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at the 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 the 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 **Wednesday, September 17, 2025**. *(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 who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after the close of the show.

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



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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by **Wednesday, September 3, 2025**.
- 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 the show site**.
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

Please indicate below which items/services are to be invoiced to the third party:

☐

Furniture/Carpet

☐

Booth Cleaning

☐

Material Handling

☐

Booth Labor

Other:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED. IN THE EVENT THE NAMED THIRD PARTY DOES NOT MAKE PAYMENT UPON PRESENTATION OF INVOICE AT SHOW SITE, SUCH CHARGES WILL BE PRESENTED TO THE EXHIBITING COMPANY FOR PAYMENT BEFORE THE CLOSE OF THE SHOW.

Event Name: AISES 2025	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
Email address:	Email address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2025	Advance Payment Deadline: Wednesday, September 17, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DRAPED DISPLAY TABLES - 30" HIGH (choose skirt color below)			
Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	164.00	216.00
	6'L X 30"H Draped Table	202.90	273.95
	8'L X 30"H Draped Table	235.85	318.40
DRAPED DISPLAY COUNTERS - 40" HIGH (choose skirt color below)			
	4'L X 40"H Draped Counter	195.85	268.45
	6'L X 40"H Draped Counter	232.70	314.15
	8'L X 40"H Draped Counter	272.50	367.90
UNDRAPE DISPLAY TABLES - 30" HIGH			
	4'L X 30"H Undraped Table	94.00	113.00
	6'L X 30"H Undraped Table	108.00	129.00
	8'L X 30"H Undraped Table	137.00	164.00
	Pedestal Table-24" Dia/30" h	127.85	172.60
	Pedestal Table-30" Dia/30" h	160.10	216.15
	Pedestal Table-36" Dia/30" h	173.95	243.50
UNDRAPE DISPLAY COUNTERS - 40" HIGH			
	4'L X 40"H Undraped Counter	108.00	129.00
	6'L X 40"H Undraped Counter	125.00	150.00
	8'L X 40"H Undraped Counter	143.00	172.00
	Pedestal Table-24" Dia/40" h	156.85	211.75
	Pedestal Table-30" Dia/40" h	175.60	237.10
TABLE SKIRTING (choose skirt color below)			
	4th Side Table Drape for Table 30"H	92.00	111.00
	4th Side Table Drape for Counter 40"H	108.00	141.05
	Individual Table Skirt for Table 30"H	111.00	133.00
	Individual Table Skirt for Counter 40"H	128.00	154.00
SPECIAL DRAPERY (6' minimum) (choose drape color below)			
	3' High Drapery/linear ft.	17.50	23.50
	8' High Drapery/linear ft.	26.00	35.10
	3' Upright w/ 1/2 Base	26.00	30.00
	8' Upright w/ Full Base	27.90	37.70
	Crossbar	27.00	32.00
STANDARD FURNITURE AND ACCESSORIES			
	Grey Molded Plastic Chair	83.55	112.80
	Padded Side Chair	97.20	131.25
	Padded Arm Chair	112.40	151.75
	Upholstered Bar Stool with Back	124.65	168.30
	2-Arm Bag Rack (circle choice) Angled Straight	139.50	188.35
	Aluminum Easel	60.10	81.15
	Wastebasket with Liner	31.20	42.15
	Fishbowl	42.00	47.00
	4' x 8' Board*	230.00	287.50
	4'L Table Riser (draped in vinyl)	79.00	95.00
	6'L Table Riser (draped in vinyl)	103.00	119.90

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

SKIRT AND DRAPE COLOR CHOICES (please circle choice)

Blue Gold Teal Green Silver/Gray
Black White Plum Red Burgundy/Maroon

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.03%)	\$
TOTAL	\$



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CARPET ORDER FORM

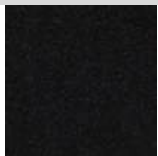
CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2025	Advance Payment Deadline: Wednesday, September 17, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	\$ 285.30	\$ 385.20
	10' x 20' carpet	\$ 570.60	\$ 770.35
	10' x 30' carpet	\$ 855.90	\$ 1,155.50
	10' x 40' carpet	\$ 1,141.20	\$ 1,540.65
	SPECIAL CUT STANDARD CARPET (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.)	\$6.34 per sq. ft.	\$8.60 per sq. ft.
	Visqueen	\$1.36 per sq. ft.	\$1.64 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$2.01 per sq. ft.	\$2.65 per sq. ft.

STANDARD CARPET COLOR (please circle color choice)



Black



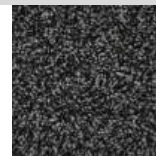
Ocean



Gray



Evergreen



Madison



Ruby

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

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

NO TELEPHONE ORDERS WILL BE ACCEPTED.

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (9.03%)	\$
TOTAL	\$



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2025	Advance Payment Deadline: Wednesday, September 17, 2025	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

DISPLAY LABOR RATES	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$133.35	\$200.50
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$200.03	\$300.75
Sundays and Holidays	\$266.70	\$401.00

FORKLIFT RATES WITH OPERATOR (5K)	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$224.50	\$322.65
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$336.75	\$483.98
Sundays and Holidays	\$449.00	\$645.30

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

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

PLAN A - EXHIBITOR SUPERVISION

☐

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

Representative Name/Company

PLAN B – CSS SUPERVISION

☐

***Please fill out all outbound shipping information.

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$50 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Forklift Tax (9.03%)	\$
TOTAL	\$

EXHIBITOR APPOINTED CONTACTOR (EAC)

Submission Deadline for Notification & Certificate of Insurance: **Wed, Sept 3, 2025**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than **Wednesday, September 5, 2025**.
- 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 **Wednesday, September 5, 2025**. 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 badging 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:	PHONE:
EMAIL:	FAX:



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LABOR JURISDICTIONS

Minneapolis, Minnesota

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MINNEAPOLIS AREA UNION GUIDELINES AND SAFETY TIPS

To assist you in planning for your participation we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. The following is a description of the work rules and an outline of union jurisdiction. **CSS** has skilled, friendly and quality conscious employees in Arizona available to assist you with most aspects of your exhibiting experience. Arrangements for labor and other services can be made through the forms provided in this exhibitor service kit.

BOOTH LABOR

Union laborers are responsible for: floor layout, carpet, drape, rental furniture, decorating rental items, masking drape, aisle signs, hanging special signage, unloading and reloading freight, delivery of material to the exhibit booth, installation and dismantling of booths, and rigging. Individual exhibitors who wish to install and dismantle their own booth can do so if they use company personnel, do not bring in pick-up labor, and adhere to local and state fire, safety, and insurance regulations and rules set by Exposition Management.

MATERIAL HANDLING

Exhibitors also may handle their own freight subject to the following conditions: if materials can be hand-carried to and from the booth via accepted freight entrances, or if transport of larger items can be done using two-wheeled hand trucks or four-wheeled mover-type dollies, both provided by the Exhibitor. Unions claim jurisdiction under all other circumstances.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. **CSS** cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

GRATUITIES

Please do not tip (giving money, merchandise, or other special consideration for service rendered) any employee. Do not give coffee breaks. Employees have a 15-minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to **CSS** Management. Employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

IN GENERAL

Trades people have been instructed to refrain from expressing any grievance or directly challenging the practice of any Exhibitor. All questions originated by labor are to be expressed to the supplier of that labor and/or **CSS** Management. Direct any questions in regards to union claimed jurisdictions or practices to **CSS** Management.



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

email us @
esr@cssabq.com

RIGGING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2025	Advance Payment Deadline: Wednesday, September 17, 2025	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 1/2 hour increments with a **one-hour minimum**.

RATES FOR RIGGING	Advance Price	Standard Price
	Per Crew / Per Hour	Per Crew / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$557.00	\$740.10
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$835.50	\$1,110.15
Sundays and Holidays	\$1,114.00	\$1,480.20

**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 the 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 a sign need to be assembled? **YES** **NO**

Please order sign assembly from "Labor Order Form".

Please complete this section:

	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION				
DISMANTLE				

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$
TOTAL	\$



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VEHICLE SPOTTING ORDER FORM

Mobile Units / Motorized Vehicles

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

DIRECT MOBILE UNITS / MOTORIZED VEHICLES / EXHIBIT AREA

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by **CSS** to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas with **CSS** spotters, or have **CSS** supply an operator when available.

Mobile units are to have 1/4 tank of gas or less and once vehicle is in place, battery is to be disconnected, gas cap locked or taped.

EXHIBIT AREA:

MOBILE UNITS

\$ 250 PER UNIT (Round Trip)

Number of Units: _____ Type: _____

Dimensions of Largest Unit:

Height: _____ Width: _____ Length: _____ Weight: _____

Comments/Special Handling Requirements: _____

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$
TOTAL	\$



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material handling** (drayage) charges and shipping charges are not the same thing.
 - “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock.
 - “Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills, or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. *(*This estimate will be binding on both parties and no adjustments will be made after the show closes.)*
- ❖ **We will accept all cartons, crates, and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose materials, uncrated materials, or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights otherwise CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be assessed material handling charges by **CSS**. *(Please refer to the **Material Handling Rate Sheet**.)* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when freight arrives at the advance warehouse prior to the first scheduled day or after the last scheduled day indicated on both the show information sheet and the Material Handling Rate Sheet. If freight is delivered prior to the first scheduled day of advance freight receipt, storage charges may apply. If freight is delivered after the last scheduled day of advance freight receipt, additional delivery charges may apply.

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

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

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

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

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

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

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

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

CSS will not be responsible for:

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

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



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MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

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

ADVANCE FREIGHT RECEIVING Monday – Friday - 9:00AM – 5:00PM Wednesday, Sept 3 – Monday, Sept 29, 2025 ADVANCE SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # AISES 2025 c/o CSS / ABF 2950 Lone Oak Circle Eagan, MN 55121	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Wednesday, October 1, 2025 --- 8:00AM – 5:00PM Thursday, October 2, 2025 --- 8:00AM – 5:00PM DIRECT SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # c/o CSS AISES 2025 Minneapolis CC - Halls C & D 1301 Second Ave S Minneapolis, MN 55403	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

Our preferred freight carrier is: ArcBest (ABF Freight) 1-800-654-7019

****Freight will be re-routed from show floor on Friday, October 3, 2025 @ 7:00PM****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 178 per cwt = \$ 890

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

\$ 178 per cwt. **\$ 356** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **\$ 178** per cwt = \$ _____

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

\$ 155 per cwt. **\$ 310** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **\$ 155** 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 \$28.00 per cwt.** (200 lb. minimum applies)

"Small Package" or shipments weighing 30 lbs. or less will be charged a **\$79.50 material handling fee.**

Banding and Shrink Wrap will be charged at **\$92.00** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$95.00 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax Exempt	\$
TOTAL	\$

HANGING SIGN SHIPPING LABELS

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

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2025
c/o CSS / ABF
2950 Lone Oak Circle
Eagan, MN 55121

HANGING SIGN

Whse Hrs: M-F – 9:00 am – 5:00 pm
MUST ARRIVE BY: Monday, Sep. 29, 2025

✂

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

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2025
c/o CSS / ABF
2950 Lone Oak Circle
Eagan, MN 55121

HANGING SIGN

Whse Hrs: M-F – 9:00 am – 5:00 pm
MUST ARRIVE BY: Monday, Sep. 29, 2025

✂

HANGING SIGN SHIPPING LABELS

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

RUSH

TO: _____
(Exhibiting Company Name)


BOOTH #: ____ NO. ____ of ____ PCS

AISES 2025
c/o CSS / ABF
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HANGING SIGN

Whse Hrs: M-F – 9:00 am – 5:00 pm
MUST ARRIVE BY: Monday, Sep. 29, 2025

✂

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

RUSH

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2025
c/o CSS / ABF
2950 Lone Oak Circle
Eagan, MN 55121

HANGING SIGN

Whse Hrs: M-F – 9:00 am – 5:00 pm
MUST ARRIVE BY: Monday, Sep. 29, 2025

✂

ADVANCE WAREHOUSE SHIPPING LABELS

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

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2025

c/o CSS / ABF
2950 Lone Oak Circle
Eagan, MN 55121

Whse Hrs: M-F – 9:00 am – 5:00 pm

MUST ARRIVE BY: Mon, Sept. 29, 2025

RUSH

✂

✂

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

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2025

c/o CSS / ABF
2950 Lone Oak Circle
Eagan, MN 55121

Whse Hrs: M-F – 9:00 am – 5:00 pm


MUST ARRIVE BY: Mon, Sept. 29, 2025

RUSH

✂

✂

DIRECT SHIPPING LABELS

**DIRECT TO SHOW**
CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2025


c/o CSS
Minneapolis CC –Halls C & D
1301 Second Ave S
Minneapolis, MN 55403

Must NOT arrive before 10/01/25
DIRECT Shipments Received:
October 01, 2025 – 8:00AM– 5:00PM
October 02, 2025 – 8:00AM – 5:00PM

RUSH

✂

✂

**DIRECT TO SHOW**
CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2025

c/o CSS
Minneapolis CC –Halls C & D
1301 Second Ave S
Minneapolis, MN 55403

Must NOT arrive before 10/01/25
DIRECT Shipments Received:
October 01, 2025 – 8:00AM– 5:00PM
October 02, 2025 – 8:00AM – 5:00PM

RUSH

✂

✂



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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

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

This form is required when labor is CSS supervised.

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

FROM: SHIPPER/EXHIBITOR NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE#: _____ ATTN: _____
SPECIAL INSTRUCTIONS: _____

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

- ☐ The preferred carrier, **ArcBest (ABF Freight)**, is authorized to ship show materials to the above address. (Exhibitor must contact ABF directly for quotes if needed at 800-654-7019 or tradeshowsupport@arcb.com.)
- ☐ 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 the preferred Show Carrier.)
- ☐ 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 be shipped through Preferred Show Carrier at Exhibitor's expense.

Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over **100** years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

**Priority
handling of
your inbound
and outbound
shipments**

**Guaranteed
expedited air
and ground
services**

**LTL Ground
Transportation**

**International
Transportation**

*Trust your important trade
show shipment to the leader in
exhibition transportation services.*

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916





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FIRE REGULATIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

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

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

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

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

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

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

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

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

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

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

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

cooking and/or warming devices.

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

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

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than 1/4 teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than 1/4 teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self-extinguish if tipped over and that do not spill fuel or wax at the rate of more than 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. EXCEPTION: The chimney need not be attached to any open-flame device that will self-extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Marshall, adequate safeguards have been taken, hand-held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

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

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

IN ALL CASES:

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

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

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



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esr@cssabq.com

SAFETY TIPS AND INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

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

SAFETY GUIDELINES

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

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

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

WORK ZONE

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





ON-SITE WIRELESS SERVICES

MINNEAPOLIS CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

1 day for \$79.99
3 days for \$227.97
5 days for \$359.95

CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "Free Internet".
2. First time users will be asked to create an account and verify their email address to get connected.

For questions regarding on-site wireless services, please call Smart City Networks at 612-335-6165. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.



A photograph of the Minneapolis Convention Center at dusk. The building is a large, modern structure with a prominent central tower and a large dome. The interior lights are on, and the sky is a mix of orange and blue. The text "INTERNET | TELEPHONE" is overlaid in the top right corner.

INTERNET | TELEPHONE

MINNEAPOLIS

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

A woman with blonde hair, wearing a black top, is sitting at a white desk in a modern office setting. She is looking at a laptop screen and holding a smartphone in her left hand. The background is a bright blue wall with large windows.

INTERNET

A man in a white shirt and black tie is sitting at a desk, smiling and looking at a laptop screen. He is pointing at the screen with his right hand. The background is a light blue wall.

TELEPHONE

Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for
LIGHT INTERNET USAGE such as
web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

***NOT FOR STREAMING**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides
SIMPLE & SECURE WIRELESS
connectivity ideal for checking emails, browsing the web,
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE *

DEVICE LIMIT	INCENTIVE **	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines
HIGH BANDWIDTH WIRELESS
with greater flexibility and customization options that generate
smoother product demos, quicker remote connectivity and superior
video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”

Audio/Visual & Production Equipment

Item	Cost	Notes
Audio/Visual Equipment		
HD LED Monitor with Stand - (40")	\$300.00 (per day)	Includes electrical service
HD LED Monitor with Stand - (55")	\$400.00 (per day)	Includes electrical service
Assistive Listening Device Transmitter/Headsets	\$100.00 (per day)	
Perfect Cue	\$85.00 (per day)	
Audio & Cable Inputs		
Audio Feed	\$25.00 (per feed/per day)	
Fiber Media Conversion	\$325.00 (per event)	
Multi-Media Fiber Drop - 1st location Point A to Point B	\$725.00 (per event)	Dry-line
Multi-Media Fiber Drop - 1st location Point A to Point B - Exhibit Hall	\$775.00 (per event)	Dry-line
Multi-Media Fiber Drop - Additional Locations	\$425.00 (per event)	Dry-line
Press Feed - Multi-Box	\$60.00 (per day)	
Specialty Cables	\$25.00 (each)	20' HDMI + more
Audio/Visual Recording Services		
Recording Feed	\$25.00 (per day)	
Video Recording Service	\$350.00 (per day)	
Carts & Stands		
A.V. Carts with Power and Extension Cord	\$85.00 (per day)	Includes labor fees
Intercom Systems		
Basic Set-Up	\$75.00 (per day)	Includes two headsets (wired)
Wireless Intercom	\$200.00 (per day)	
Wireless Belt Pack and Headset	\$100.00 (per day)	
Wired Belt Packs and Headset	\$25.00 (per day)	
Lighting		
Follow Spot - Lycian Super Arc (400 watt)	\$125.00 (per day)	
Follow Spot - Lycian Superstar (1275 watt)	\$200.00 (per day)	
Genie Super Tower - (24')	\$75.00 (per day)	
Hazers	\$75.00 (per day)	Water base
Intelligent Lights - Cyber SV	\$50.00 (per day)	
Intelligent Lights - Clay Paky Scenius Profile	\$150.00 (per day)	
Intelligent Lights - MAC Quantum Wash	\$100.00 (per day)	
Intelligent Lights - Vari Lite 2000 or 3000 Series	\$100.00 (per day)	
LED - Colorblaze 72	\$75.00 (per day)	
LED - GLP Bar 20	\$75.00 (per day)	
LED - GLP X4	\$50.00 (per day)	
LED Pucks	\$45.00 (per day)	
Lighting Console - Grand MA2	\$450.00 (per day)	
Lighting Gels	\$25.00 (per sheet)	
Light Tree Base and Boom - (12')	\$25.00 (per event)	
Light Tree Crank Up - (16')	\$50.00 (per event)	
Stage Lighting - Fresnell (2000 watt)	\$35.00 (per day)	
Stage Lighting - Elipsoidols/Par Source Four (750 watt)	\$25.00 (per light/per day)	
Track Lighting - Source Four Juniors (575 watt) - Meeting Rooms	\$50.00 (per light/per day)	
Track Lighting - Par 56 (300 watt) - Meeting Rooms	\$50.00 (per light/per day)	

Audio/Visual & Production Equipment

Item	Cost	Notes
Microphones		
Handheld (wired)	\$25.00 (per day)	
Lavaliere (wired)	\$25.00 (per day)	
Handheld or Lavaliere (wireless)	\$90.00 (per day)	
Music/Production Microphone/DI Boxes	\$25.00 (per day)	
Microphone Stands		
Boom	\$15.00 (per day)	No charge if used with MCC microphones
Desk	\$15.00 (per day)	No charge if used with MCC microphones
Floor	\$15.00 (per day)	No charge if used with MCC microphones
Mixing Consoles		
4 Channel	\$40.00 (per day)	
16 Channel	\$100.00 (per day)	
32 Channel Digital	\$175.00 (per day)	
DiGi Co SD9	\$400.00 (per day)	
Pianos		
Baby Grand - Yamaha C3 (6' 1")	\$450.00 (per day)	Includes initial tuning
Parlor Grand - Yamaha C5 (6' 7")	\$475.00 (per day)	Includes initial tuning
Grand - Yamaha C6 (6' 11") - Ballroom	\$500.00 (per day)	Includes initial tuning
Grand - Yamaha C7 (7' 6") - Auditorium Stage	\$550.00 (per day)	Includes initial tuning
Tuning	\$220.00 (per session)	Requires 48-hour notice
Projectors & Screens		
Front Screen, Tripod - (8' x 8')	\$50.00 (per day)	
Front or Rear Screen - Fastfold (6.75' x 12')	\$150.00 (per day)	Includes skirting
Front or Rear Screen - Fastfold (7'6" x 13'4")	\$125.00 (per day)	Includes skirting
Front or Rear Screen - Fastfold (9' x 16')	\$250.00 (per day)	Includes skirting
Projector - (4000 Lumens) - Meeting Rooms	\$400.00 (per day)	
Projector - (5000 Lumens)	\$500.00 (per day)	
Projector - (8000 Lumens) - Auditorium Rooms	\$800.00 (per day)	
Projector - (16,000 Lumens)	\$1,200.00 (per day)	
Front Screen - (9' x 12') - Auditorium Rooms	\$50.00 (per day)	
Rear Screen - (9' x 16') - Auditorium Rooms	\$50.00 (per day)	
Video Switcher	\$150.00 (per day)	
Video Switcher - Digital	\$500.00 (per day)	
Rigging Equipment		
Motors - (1/4 Ton)	\$70.00 (per day)	Weekly rates available
Motors - (1/2 Ton)	\$70.00 (per day)	Weekly rates available
Motors - (1 Ton)	\$90.00 (per day)	Weekly rates available
Truss - (12" x 12" x 10')	\$35.00 (per day)	Weekly rates available
Speakers & Monitors		
Powered Speaker - Mackie SRM 450	\$125.00 (per speaker/per day)	
Powered Speaker - QSC	\$175.00 (per speaker/per day)	
S.O.S. Sound System - Line Array - Package of 4 Highs, 4 Subs	\$700.00 (per day)	Weekly rates available
S.O.S. Sound System - Line Array - Package of 2 Speakers, 2 Subs	\$350.00 (per day)	Weekly rates available
Miscellaneous Audio/Visual & Production Equipment		
Camera Spider Riser	\$115.00 (per day)	
Camera Riser - (4' x 4' x adjustable height 48" - 78")	\$50.00 (per event)	Includes black skirting. Height adjusted by 2-in.
Choral Riser - (4-step unit, 6'5" x 6'11.5")	\$50.00 (per section/per event)	Capacity: 20 people per riser
FOH Pipe and Drape Kit	\$110.00 (per event)	
Music Stands	\$10.00 (per day)	Includes stand lights
Stage Stairs - Auditorium	\$270.00 (per set/per event)	Price does not include labor

General Set-Up Equipment		
Item	Cost	Notes
Elevated Seating		
Exhibit Halls - 5 Rows High	\$90 (per section)	Includes chairs & labor
Portable Chairs		
Cushioned - All Purpose	\$1.30 (per chair/per event)	
Cushioned - Exhibitors	\$6.00 (per chair/per event)	Certain restrictions apply
Stages		
Black Hard Surface - (4' x 8' x set height 8")	\$50.00 (per event)	Includes black skirting. Height adjusted by 2-in. No labor fee for first 3.
Black Hard Surface - (4' x 8' x adjustable height 18"-24")	\$50.00 (per event)	Includes black skirting. Height adjusted by 2-in. No labor fee for first 3.
Black Hard Surface - (4' x 8' x adjustable height 32"-40")	\$50.00 (per event)	Includes black skirting. Height adjusted by 2-in. No labor fee for first 3.
Black Hard Surface - (4' x 8' x adjustable height 48"-78")	\$50.00 (per event)	Includes black skirting. Height adjusted by 2-in. No labor fee for first 3.
Stage Skirting	No charge with stage rental	
Steps	No charge with stage rental	2, 4, and 8 step units
Tables		
Rectangle - (4'x30")	\$16.00 (per event)	
Rectangle - (8'x30")	\$16.00 (per event)	
Round Cocktail - (30")	\$16.00 (per event)	
Round - (6')	\$16.00 (per event)	
Classroom - (8'x18")	\$16.00 (per event)	
Tables - Exhibitor		
Exhibitor Table - (8'x30")	\$60.00 (per event)	Certain restrictions apply
Table Linen		
Round Black Linen - (6')	\$7.00 (per linen/per event)	
Rectangle Black Linen - (4')	\$7.00 (per linen/per event)	
Rectangle Black Linen - (8')	\$7.00 (per linen/per event)	
Miscellaneous General Set-Up Equipment		
Aisle Ramps - (3' sections)	\$25.00 (per section/per event)	
Coat Rack	\$30.00 (per rack/per event)	
Dance Floor, Oak - (3'x3' sections)	\$11.00 (per section/per event)	
Easel	\$10.00 (per event)	
Flipchart - 3M Post-it Pad	\$40.00 (per day)	Includes markers
Rope and Stanchions	\$3.00 (per event)	
Wheelchair Ramp - (6 pieces, 8" to 48")	\$300.00	
White/Cork Board	\$35.00 (per day)	Includes markers and push pins

Miscellaneous Services

Item	Cost	Notes
Miscellaneous Services		
Air Conditioning - Auditorium Main	\$400.00 (per hour)	Outside event hours
Air Conditioning - Auditorium Rooms 1, 2, 3	\$60.00 (per room/per hour)	Outside event hours
Air Conditioning - Ballroom A	\$350.00 (per hour)	Outside event hours
Air Conditioning - Ballroom B	\$200.00 (per hour)	Outside event hours
Air Conditioning - Exhibit Hall	\$550.00 (per hall/per hour)	Outside event hours
Air Conditioning - Meeting Room	\$60.00 (per section/per hour)	Outside event hours
Background Music	\$50.00 (per day)	Non-licensed
Bike Rack Barricade	Rates Vary	Contact your event coordinator for details
Coat Check - Public or Hosted	\$5.00 (per coat)	
Baggage Check - Public or Hosted	\$5.00 (per bag)	
Dumpster	\$1,000.00 (per dumpster/per event)	Additional charges may apply
Floor Box Cover - Exhibit Hall	\$55.00 (per cover/per event)	
Full Hall Lighting	\$100.00 (per hall/per hour)	Outside event hours
Ice Water Service	\$1.00 (per pitcher)	
Ice Water Station - [5 Gal.]	\$35.00 (per day)	Not associated with catering
Key/Access Card	\$14.00 (per event)	Two keys per room set at no charge
Key Re-Core/Access Card Replacement	\$75.00 (each)	
Lock Re-Coring	\$32.00 (per lock/per event)	
Note Pad	\$1.50 (each)	
Parking Vouchers, MCC 3rd Avenue Ramp	\$15.00 (per vehicle/per day)	
Pens	\$55.00 (per box of 100)	
Sink- Hand Washing - First Day	\$250.00 (per sink/first day)	Includes porter service
Sink - Hand Washing - Additional Day(s)	\$100.00 (per sink/ea. add'l day)	Includes porter service
Sink - 3-Compartment (80 Gal. Water Heater)	\$1,250.00 (per sink/per event)	Sinks maintained by Kelber Catering
Tape - Carpet	\$40.00 (per roll)	Approved for MCC use
Tape - Lobby Terrazzo Floor	\$40.00 (per roll)	Approved for MCC use
Tape - Gaffers (Black)	\$40.00 (per roll)	Approved for MCC use
Tape - Safety	\$40.00 (per roll)	Approved for MCC use
Show Management Inbound Deliveries		
Per 100 lbs for freight that is over > 200lbs	\$60.00	The first 200 lbs are waived
Per Night Storage Fee	\$40.00	Two days of storage fees are waived
Trip Fee	\$40.00	Complimentary trip to one rental space
Technology		
Branding & Sponsorship: Digital Signage + Traditional Print	Call for Quote	Call for pricing 612-335-6059 or MCCBranding@minneapolismn.gov
Internet/Wireless Internet/Webcasting - SmartCity	Call for Quote	Call for pricing Toll Free: 800-214-7780 or 612-335-6165



Welcome To Minneapolis Convention Center Exhibitor On-line Services

Please go to this link for your electrical and other exhibitor services for the 2025 AISES National Conference College and Career Fair on Friday, October 3 from 9:00 a.m. – 4:00 p.m.

<https://minneapoliscc.ungerboeck.com/prod/app85.cshtml?aat=4e4a35523450363747564872683933736942335a4b794e4275355563365647556b6e6f68332f41433968303d>

Once on the site, please select your event to begin the ordering process. If you need any assistance please contact us:

Exhibitor Services

Phone (612) 335-6550

Fax (612) 335-6600

Email exhibitorservices@minneapolismn.gov



To begin planning your event contact Kelber Catering at 612-335-6045.

2025 Booth Enhancements & Exhibitor Services Menu

\$ 100.00 delivery fee, plus applicable sales tax, for orders under \$ 125.00

Beverages – Disposable Service Only

Place orders carefully. No credits for non-consumed beverages

Freshly Roasted and Brewed Coffee	\$ 98.00 per gallon
Hot Chocolate or Apple Cider	\$ 98.00 per gallon
Hot Tea - Includes 16 tea bags per gallon	\$ 98.00 per gallon
Assorted Soft Drinks (12oz can) , Pepsi products	\$ 5.00 each
Bubly Sparkling Water (12oz can)	\$ 5.00 each
Open Water (12oz can)	\$ 5.00 each
Aquafina Water (16oz Aluminum Bottle)	\$ 6.00 each
Lemonade, Iced Tea, or Fruit Punch	\$ 85.00 per gallon
Infused Water (3 gallon Minimum. 24 hour minimum notice) Flavors: Lemon-Mint, Citrus, Cucumber-Mint, & Strawberry-Basil	\$ 65.00 per gallon
Spring Water Jugs , Chilled, 5 gallon	\$ 125.00 each
Water Dispenser rental , cold only	\$ 125.00 per machine
Keurig Coffee Machine Rental	\$ 150.00 per machine
Keurig Package Service	\$ 275.00 per package
72 Coffee K cups, 75 – 8 oz. cups, 75 cream cups, sugar and stevia packets, stir-sticks & cocktail napkins. Water supplied for machine for up to 72 cups.	
Ice, 18lb. Bag	\$ 21.00 per bag
Ice, 140lb. Cart*	\$ 265.00 per cart
<i>*Replacement charge \$1500.00 if ice cart not returned</i>	

Snacks

Homemade Cookies	\$ 48.00 per dozen
Brownies (v, gf) & Bars (v)	\$ 54.00 per dozen
Rice Crispy Bars (gf)	\$ 46.00 per dozen
Granola Bars (vegan, gf)	\$ 52.00 per dozen
Mini Candy Bars	\$ 34.00 per pound

Ice Cream

Table Top Freezer rental	\$ 150.00 per day
<i>21"x21"x18.5" limited availability</i>	
Ice Cream Novelties	\$ 6.25 each
Nikki's Handcrafted Ice Cream Sandwiches (v)	\$ 7.50 each



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2025 Booth Enhancements & Exhibitor Services Menu *(continued)*

\$ 100.00 delivery fee, plus applicable sales tax, for orders under \$ 125.00

Popcorn Machines – Attendant Required*

Small Tabletop Popping Machine*

28" x 22" x 34" limited availability

\$ 150.00 per day

Medium Popping Machine*

37.5" x 30" x 60" limited availability

\$ 165.00 per day

Popcorn & Oil Kits – (8oz packets; 36 packets per case)

Includes Bags

Each 8oz. packet yields approximately 5 - 6 bags of popcorn

Approximately 180 – 216 bags per case, pending portion size

\$550.00 per case

***Attendant Labor**

Minimum 4 hours, per attendant

\$ 65.00 per hour

Popcorn – We Pop it: *One-time delivery included*

Includes Bags

Minimum 500 servings, Gourmet Popcorn popped in Coconut Oil

If Sponsor bags are provided, portion price may be affected

\$ 4.75 per bag

Espresso

Espresso Machine Package (minimum 100 cups per day)

\$ 5.95 per serving

Freshly Roasted Espresso beans to make espresso, lattes, or cappuccinos.

Includes 12 oz. cups, lids, stirrers, sugar, stevia, milk, cream, soy milk, 3 flavors of coffee syrup.

Off-premise Espresso machine rental required. Ask your sales manager for rental fees and details.

Barista Attendant required

4 hour minimum, per staff

\$ 65.00 per hour