

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 – *Monday, September 14, 2026, - Monday October 12, 2026* and at the exhibit facility beginning *Wednesday, October 14, 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 Retrieval 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 4
 - 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 14th 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
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

2026 AISES NATIONAL CONFERENCE

Oregon Convention Center

Portland, Oregon

Thursday, October 15 – Saturday, October 17, 2026

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.
- Oregon does not have sales tax.

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: 2026 AISES National Conference

EXHIBIT HALL

Exhibitor Move-In:	Thursday, October 15, 2026	7:00AM – 5:00PM
Show Date:	Friday, October 16, 2026	9:00AM – 4:00PM
Exhibitor Move-Out:	Friday, October 16, 2026	4:30PM – 8:00PM

MARKETPLACE

Vendor Move-In:	Wednesday, October 14, 2026	12:00PM – 5:00PM
Show Dates:	Thursday, October 15, 2026	8:30AM – 5:30PM
	Friday, October 16, 2026	8:30AM – 5:30PM
	Saturday, October 17, 2026	8:30AM – 5:30PM
Vendor Move-Out:	Saturday, October 17, 2026	5:30PM – 7:00PM

Outside freight carriers must be checked in by:

Friday, October 16, 2026 @ 7:00PM

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

Friday, October 16, 2026 @ 8:00PM

SHOW LOCATION: Oregon CC • Exhibit Halls B,C,D • 777 NE Martin Luther King Jr. Blvd. • Portland, OR, 97232

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/White/Teal Draped Back Wall

3' Black Draped Side Rail

(1) 6' Teal Draped Table

(2) Molded Plastic Chairs

(1) Waste Basket w/ Liner

(1) ID Sign

MARKETPLACE - 10' x 10'

8' Black/White/Teal Draped Back Wall

3' Black Draped Side Rail

(2) 8' Teal 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:

Monday, September 14, 2026

Submission deadline for exhibitor appointed contractor (EAC) notification:

Wednesday, September 16, 2026

Last date to receive certificate of insurance for EAC:

Wednesday, September 16, 2026

Advance Orders and Payment Deadline:

Wednesday, September 30, 2026

Last date freight can arrive at the advance warehouse:

Monday, October 12, 2026

First date for direct shipments to facility:

Wednesday, October 14, 2026

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING

Monday – Friday - 8:00AM – 4:00PM

Monday, September 14 – Monday, October 12, 2026

ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
AISES 2026
c/o **CSS** / Fern
6700 NE 59th Place
Portland, OR 97218

FIRST DAY FOR DIRECT FREIGHT

Wednesday, October 14, 2026 --- 8:00AM – 5:00PM

Thursday, October 15, 2026 --- 8:00AM – 5:00PM

DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o **CSS**
AISES 2026
Oregon Convention Center - Exhibit Halls B-D
777 NE Martin Luther King, Jr. Blvd.
Portland, OR 97232



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	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	
Sign/Graphics	
Forms Included but ordered from a different location	
Electrical / Internet / AV / 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 30, 2026**. *(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 30, 2026**.
- 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 2026	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 2026	Advance Payment Deadline: Wednesday, September 30, 2026	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	172.15	223.80
	6'L X 30"H Draped Table	207.05	269.17
	8'L X 30"H Draped Table	241.90	314.47
DRAPED DISPLAY COUNTERS - 40" HIGH (choose skirt color below)			
	4'L X 40"H Draped Counter	214.00	278.20
	6'L X 40"H Draped Counter	248.90	323.57
	8'L X 40"H Draped Counter	283.80	368.94
UNDRAPED DISPLAY TABLES - 30" HIGH			
	4'L X 30"H Undraped Table	110.50	143.65
	6'L X 30"H Undraped Table	134.90	175.37
	8'L X 30"H Undraped Table	160.50	208.65
	30"D X 30"H Pedestal Table	295.60	354.48
UNDRAPED DISPLAY COUNTERS - 40" HIGH			
	4'L X 40"H Undraped Counter	119.80	155.74
	6'L X 40"H Undraped Counter	141.90	184.47
	8'L X 40"H Undraped Counter	173.30	225.29
	30"D X 40"H Pedestal Table	316.60	378.48
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	130.00
	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.	18.41	23.93
	8' High Drapery/linear ft.	24.25	28.23
	3' Upright with Half Base	26.00	30.00
	8' Upright with Full Base	27.00	32.00
	Crossbar	27.00	32.00
STANDARD FURNITURE AND ACCESSORIES			
	Molded Plastic Chair	95.35	123.96
	Padded Side Chair	119.35	152.96
	Padded Arm Chair	124.45	161.79
	Upholstered Bar Stool with Back	152.35	198.06
	Bag Rack (circle choice) "T" waterfall	178.68	232.25
	Aluminum Easel	55.85	72.61
	Wastebasket with Liner	33.50	43.55
	Fishbowl	39.00	47.00
	4' x 8' Horizontal Poster Board	251.25	326.63
	4'L X 7"H Table Riser (draped in vinyl)	76.05	98.87
	6'L X 7"H Table Riser (draped in vinyl)	93.50	121.55
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	Contact for Quote	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)

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
No Tax	\$ -----
TOTAL	\$



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



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

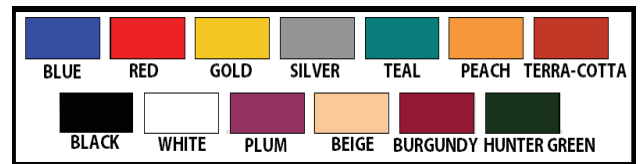


UNDRAPED TABLE/COUNTER
2' W X (4', 6', OR 8' L) X 30" H OR 40" H



30" D PEDESTAL TABLE/COUNTER
30" or 40" H

DRAPE COLORS



MOLDED PLASTIC CHAIR



PADDED SIDE CHAIR



PADDED ARM CHAIR



UPHOLSTERED BAR STOOL



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



ALUMINUM EASEL
64" H X 32" W X 32" L



POSTER BOARD (HORIZONTAL)
4' X 8'



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	18228-0847	Blanc Sofa	\$ 1,199.00	\$ 1,558.00	\$
	18167-0614	Blanc Loveseat	\$ 1,143.00	\$ 1,486.00	\$
	18284-0834	Blanc Chair	\$ 956.00	\$ 1,242.00	\$
	18024-0072	Blanc Bench Ottoman	\$ 575.00	\$ 747.00	\$
	18184-0274	Blanc Cube	\$ 202.00	\$ 262.00	\$
	18284-0878	Function White Leather Armless Chair	\$ 611.00	\$ 794.00	\$
	18066-0030	Function White Leather Corner	\$ 658.00	\$ 855.00	\$
	18284-0452	Function Black Leather Armless Chair	\$ 611.00	\$ 794.00	\$
	18066-0009	Function Black Leather Corner	\$ 658.00	\$ 855.00	\$
	18303-0006	Continental White Leather Curved Loveseat	\$ 1,182.00	\$ 1,536.00	\$
	18304-0002	Continental White Leather Reverse Loveseat	\$ 1,143.00	\$ 1,486.00	\$
	18296-0006	Continental White Leather Wedge Ottoman	\$ 510.00	\$ 662.00	\$
	18184-0283	Continental Bright White Leather Curved Bench	\$ 598.00	\$ 777.00	\$
	18184-0284	Continental White Leather Half Moon Ottoman	\$ 508.00	\$ 661.00	\$
	18066-0026	Boca Black Leather Corner	\$ 625.30	\$ 812.89	\$
	18284-0786	Boca Black Leather Armless	\$ 582.40	\$ 757.12	\$
	18228-0602	Metro Black Leather Sofa	\$ 984.00	\$ 1,279.00	\$
	18167-0467	Metro Black Leather Loveseat	\$ 949.00	\$ 1,234.00	\$
	18284-0482	Metro Black Leather Chair	\$ 740.00	\$ 962.00	\$
	18184-0179	Metro Black Leather Square Ottoman	\$ 507.00	\$ 659.00	\$
	18024-0008	Metro Black Leather Bench Ottoman	\$ 507.00	\$ 659.00	\$
	18228-0605	Grammercy Charcoal Leather Sofa	\$ 1,095.00	\$ 1,423.00	\$
	18167-0469	Grammercy Charcoal Leather Loveseat	\$ 954.00	\$ 1,240.00	\$
	18284-0485	Grammercy Charcoal Leather Chair	\$ 612.00	\$ 796.00	\$
	18066-0015	Grammercy Charcoal Leather Corner	\$ 702.00	\$ 913.00	\$
	18184-0036	Grammercy Charcoal Leather Round Ottoman	\$ 508.00	\$ 661.00	\$
	18184-0033	Grammercy Charcoal Leather Square Ottoman	\$ 508.00	\$ 661.00	\$
	18228-0891	Aubrey Sofa	\$ 1,287.00	\$ 1,673.00	\$
	18284-0898	Aubrey Chair	\$ 811.00	\$ 1,055.00	\$
	18184-0303	Aubrey Bench Ottoman	\$ 543.00	\$ 706.00	\$
	18228-0795	Chandler Red Leather Sofa	\$ 937.30	\$ 1,218.49	\$
	18167-0581	Chandler Red Leather Loveseat	\$ 903.50	\$ 1,174.55	\$
	18284-0717	Chandler Red Leather Chair	\$ 704.60	\$ 915.98	\$
	18024-0062	Chandler Red Leather Bench Ottoman	\$ 483.60	\$ 628.68	\$
	13229-0007	Evoke Sofa	\$ 1,415.70	\$ 1,840.41	\$
	13041-0015	Evoke Chair	\$ 759.20	\$ 986.96	\$
	13054-0011	Evoke Cocktail Table	\$ 483.60	\$ 628.68	\$
	13110-0009	Evoke End Table	\$ 429.00	\$ 557.70	\$
	13110-0008	Evoke Cube	\$ 305.50	\$ 397.15	\$
	13229-0020	Latitude Sofa	\$ 1,504.00	\$ 1,955.00	\$
	13170-0011	Latitude Loveseat	\$ 1,408.00	\$ 1,830.00	\$

****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	\$
No Tax	\$ -----
TOTAL	\$



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	13285-0015	Latitude Chair	\$ 1158.00	\$ 1,506.00	\$
	13229-0016	Verona Sofa	\$ 1,411.00	\$ 1,834.00	\$
	13285-0013	Verona Chair	\$ 729.00	\$ 948.00	\$
	13185-0010	Verona Ottoman	\$ 423.00	\$ 549.00	\$
	18228-0892	Jasper Sofa	\$ 1,104.00	\$ 1,435.00	\$
	18284-0902	Jasper Chair	\$ 714.00	\$ 928.00	\$
	18228-0858	Niko Sofa	\$ 1,217.00	\$ 1,582.00	\$
	18167-0622	Niko Loveseat	\$ 1,112.00	\$ 1,445.00	\$
	18284-0856	Niko Chair	\$ 928.00	\$ 1,207.00	\$
	18228-0869	Cromwell Sofa	\$ 1,739.00	\$ 2,261.00	\$
	18284-0873	Cromwell Chair	\$ 1139.00	\$ 1,480.00	\$
	18284-0876	Bianca Stage Chair – Frost	\$ 543.00	\$ 706.00	\$
	18284-0895	Bianca Stage Chair - Onyx	\$ 543.00	\$ 706.00	\$
	18284-0893	Bianca Stage Chair - Sand	\$ 543.00	\$ 706.00	\$
	18284-0621	Empire Chair Black Leather	\$ 625.00	\$ 813.00	\$
	18284-0564	Empire Chair White Leather	\$ 625.00	\$ 813.00	\$
	18284-0884	Monarch Chair - Bright White	\$ 420.00	\$ 546.00	\$
	18284-0900	Royce Chair – Mink	\$ 571.00	\$ 742.00	\$
	18284-0901	Royce Chair - Oyster	\$ 571.00	\$ 742.00	\$
	18184-0283	Continental White Leather Curved Bench	\$ 598.00	\$ 777.00	\$
	05026-0012	Encore Bench	\$ 542.00	\$ 705.00	\$
	18184-0179	Metro Black Leather Square Ottoman	\$ 507.00	\$ 659.00	\$
	18184-0033	Grammercy Charcoal Leather Square Ottoman	\$ 508.00	\$ 661.00	\$
	18024-0008	Metro Black Leather Bench Ottoman	\$ 507.00	\$ 659.00	\$
	18024-0062	Chandler Red Leather Bench Ottoman	\$ 483.60	\$ 628.68	\$
	18024-0002	Grammercy Charcoal Leather Bench Ottoman	\$ 508.00	\$ 661.00	\$
	18184-0192	Essentials White Leather Storage Ottoman	\$ 669.50	\$ 870.35	\$
	18184-0036	Grammercy Charcoal Leather Round Ottoman	\$ 508.00	\$ 661.00	\$
	18011-0011	Essentials White Banquette (2 pcs)	\$ 1,415.70	\$ 1,840.41	\$
	18011-0002	Grammercy Charcoal Leather Banquette (2 pcs)	\$ 1,415.70	\$ 1,840.41	\$
	02082-0037 02082-0036	Essentials White Leather Turning Bed	\$ 1,786.00	\$ 2,322.00	\$
	18184-0294	Rubix Cube – Cherry	\$ 196.00	\$ 255.00	\$
	18184-0295	Rubix Cube – Cromwell	\$ 196.00	\$ 255.00	\$
	18184-0296	Rubix Cube – Grape	\$ 196.00	\$ 255.00	\$
	18184-0293	Rubix Cube – Lemon	\$ 196.00	\$ 255.00	\$
	18184-0297	Rubix Cube – Lime	\$ 196.00	\$ 255.00	\$
	18184-0298	Rubix Cube – Mango	\$ 196.00	\$ 255.00	\$
	18184-0274	Blanc Cube	\$ 202.00	\$ 262.00	\$
	18184-0128	Metro Black Leather Cube Ottoman	\$ 203.00	\$ 262.00	\$
	22100-0001	Essentials Turning Bed w/Charging Station Insert	\$ 1,981.00	\$ 2,576.00	\$
	22051-0001	Boca Bright White Corner – Charged	\$ 713.70	\$ 927.81	\$

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SUBTOTAL	\$
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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	22050-0001	Boca Bright White Armless – Charged	\$ 660.40	\$ 858.52	\$
	22001-0001	Aspen Bar Table - Charged	\$ 1,160.00	\$ 1,507.00	\$
	22002-0002	Aspen Cocktail Table – Charged	\$ 657.00	\$ 853.00	\$
	18284-0861	Patrice Tablet Chair	\$ 712.00	\$ 926.00	\$
	22052-0001	Lincoln Bench – Charged	\$ 1,043.90	\$ 1,357.07	\$
	14062-0307	Command White 8' Conference Table – Charged	\$ 1,561.00	\$ 2,030.00	\$
	12108-0001-12304-0006	Aria Red End Table	\$ 359.00	\$ 466.00	\$
	12049-0001-12050-0004	Aria Red Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0005	Aria Green End Table	\$ 359.00	\$ 466.00	\$
	12049-0001-12050-0007	Aria Green Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0004	Aria Blue End Table	\$ 359.00	\$ 466.00	\$
	12049-0001-12050-0005	Aria Blue Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0007	Aria Purple End Table	\$ 359.00	\$ 466.00	\$
	12049-0001-12050-0006	Aria Purple Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0002	Aria White End Table	\$ 359.00	\$ 466.00	\$
	12231-0001-12305-0002	Aria White Console Table	\$ 395.00	\$ 514.00	\$
	12049-0001-12050-0003	Aria White Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0001	Aria Charcoal End Table	\$ 359.00	\$ 466.00	\$
	12231-0001-12305-0001	Aria Charcoal Console Table	\$ 395.00	\$ 514.00	\$
	12049-0001-12050-0002	Aria Charcoal Cocktail Table	\$ 377.00	\$ 490.00	\$
	18024-0010	Novel End Table	\$ 450.00	\$ 585.00	\$
	18024-0011	Novel Cocktail Table	\$ 508.00	\$ 661.00	\$
	12107-0512	Fuze End Table	\$ 367.90	\$ 478.27	\$
	12230-0116	Fuze Console Table	\$ 447.20	\$ 581.36	\$
	12055-0453	Fuze Cocktail Table	\$ 413.40	\$ 537.42	\$
	12107-0493	London End Table	\$ 386.00	\$ 502.00	\$
	12230-0110	London Console Table	\$ 469.00	\$ 610.00	\$
	12055-0428	London Cocktail Table	\$ 436.00	\$ 566.00	\$
	12107-0467	Hylton Tablet Table	\$ 322.00	\$ 419.00	\$
	12003-0117	Gemma Accent Table - Blue Agate	\$ 398.00	\$ 517.00	\$
	12003-0115	Gemma Accent Table - Citrine	\$ 398.00	\$ 517.00	\$
	12003-0116	Gemma Accent Table - Moonstone	\$ 398.00	\$ 517.00	\$
	12003-0120	Gemma Accent Table - Obsidian	\$ 398.00	\$ 517.00	\$
	12107-0494	Brooklyn II Square End Table	\$ 329.00	\$ 428.00	\$
	12107-0495	Brooklyn II Round End Table	\$ 329.00	\$ 428.00	\$
	12055-0429	Brooklyn II Rect Cocktail Table	\$ 368.00	\$ 478.00	\$
	12055-0430	Brooklyn II Round Cocktail Table	\$ 368.00	\$ 478.00	\$
	12055-0285	Cube, Black 24" Cocktail Table	\$ 360.00	\$ 468.00	\$
	12055-0286	Cube, White 24" Cocktail Table	\$ 360.00	\$ 468.00	\$
	12107-0296	Cube, Black 24" End Table	\$ 369.00	\$ 480.00	\$
	12107-0297	Cube, White 24" End Table	\$ 369.00	\$ 480.00	\$
	12003-0102	Sirona Accent Table	\$ 322.00	\$ 419.00	\$

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UPGRADE FURNISHINGS ORDER FORM

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	13110-0017	Orbit End Table	\$ 312.00	\$ 406.00	\$
	05012-0076	VIP Frosted Plexi Glow Bar 6'	\$ 1,301.00	\$ 1,692.00	\$
	05012-0075	VIP Frosted Plexi Glow Bar 4'	\$ 1,096.00	\$ 1,425.00	\$
	05012-0053	Black Bar - 2 Shelf	\$ 952.00	\$ 1238.00	\$
	05012-0054	White Bar - 2 Shelf	\$ 952.00	\$ 1238.00	\$
	12112-0010	Blox Bar Back	\$ 750.00	\$ 975.00	\$
	05001-0017	Piazza Bar Back - Black	\$ 837.00	\$ 1088.00	\$
	05001-0018	Piazza Bar Back - White	\$ 837.00	\$ 1088.00	\$
	05012-0083	Elara Bar	\$ 1,994.00	\$ 2,592.00	\$
	05012-0082	Razor Bar	\$ 1,994.00	\$ 2,592.00	\$
	05237-0038	Criss Cross Bar Stool - Espresso	\$ 321.10	\$ 417.43	\$
	05237-0039	Criss Cross Bar Stool - White	\$ 321.10	\$ 417.43	\$
	05237-0305	Colin Stool	\$ 283.00	\$ 368.00	\$
	05237-0221	Euro Bar Stool - Black	\$ 305.50	\$ 397.15	\$
	05237-0306-05033-0001-05034-0009	Milo Bar Stool - Black	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0007-05034-0012	Milo Bar Stool - California Wine	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0005-05034-0011	Milo Bar Stool - Chartreuse	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0013-05034-0015	Milo Bar Stool - Chocolate	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0011-05034-0014	Milo Bar Stool - Jade	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0009-05034-0013	Milo Bar Stool - Victory Blue	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0002-05034-0010	Milo Bar Stool - White	\$ 319.00	\$ 414.00	\$
	05237-0270	Hourglass Bar Stool - Black	\$ 332.80	\$ 432.64	\$
	05237-0271	Hourglass Bar Stool - White	\$ 332.80	\$ 432.64	\$
	05237-0160	Equino Bar Stool - Black	\$ 351.00	\$ 456.00	\$
	05237-0041	Equino Bar Stool - White	\$ 351.00	\$ 456.00	\$
	05237-0302	Clara Stool	\$ 338.00	\$ 439.00	\$
	05237-0215	Marcus Bar Stool - Gunmetal	\$ 256.00	\$ 333.00	\$
	05237-0169	Caprice Bar Stool - Black	\$ 350.00	\$ 455.00	\$
	05237-0042	Sonic Bar Stool - Black	\$ 283.00	\$ 368.00	\$
	05237-0300	Nexus Stool	\$ 293.00	\$ 380.00	\$
	05035-0053-05033-0003-05034-0009	Milo Chair - Black	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0008-05034-0012	Milo Chair - California Wine	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0006-05034-0011	Milo Chair - Chartreuse	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0014-05034-0015	Milo Chair - Chocolate	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0012-05034-0014	Milo Chair - Jade	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0010-05034-0013	Milo Chair - Victory Blue	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0004-05034-0010	Milo Chair - White	\$ 200.00	\$ 260.00	\$
	05035-0051	Clara Chair	\$ 224.00	\$ 291.00	\$
	05035-0008	Leslie Chair - White	\$ 181.00	\$ 235.00	\$
	05035-0010	Criss Cross Chair - Espresso	\$ 214.50	\$ 278.85	\$
	05035-0011	Criss Cross Chair - White	\$ 214.50	\$ 278.85	\$
	05035-0023	Elio Chair	\$ 203.00	\$ 264.00	\$
	14233-0025	Caprice Chair - Black	\$ 200.00	\$ 260.00	\$

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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	14233-0005	Comet Stack Arm Chair – Black	\$ 261.60	\$ 339.69	\$
	14233-0006	Comet Stack Armless Chair - Black	\$ 243.10	\$ 316.03	\$
	14233-0016	Sonic Chair - Black	\$ 202.00	\$ 262.00	\$
	05035-0050	Nexus Chair	\$ 242.00	\$ 314.00	\$
	05035-0052	Colin Chair	\$ 200.00	\$ 260.00	\$
	05036-0050 05246-0003	24" Square Bar Table - Cosmo/Chrome Base	\$ 374.00	\$ 487.00	\$
	05036-0050 05246-0018	24" Square Bar Table - Cosmo/Black Base	\$ 374.00	\$ 487.00	\$
	05036-0051 05246-0003	24" Square Bar Table - Emerald Tide/Chrome Base	\$ 374.00	\$ 487.00	\$
	05036-0051 05246-0018	24" Square Bar Table - Emerald Tide/Black Base	\$ 374.00	\$ 487.00	\$
	05036-0049 05246-0003	24" Square Bar Table - Icebreaker/Chrome Base	\$ 374.00	\$ 487.00	\$
	05036-0049 05246-0018	24" Square Bar Table - Icebreaker/Black Base	\$ 374.00	\$ 487.00	\$
	05036-0048 05246-0003	24" Square Bar Table - Sirona/Chrome Base	\$ 374.00	\$ 487.00	\$
	05036-0048 05246-0018	24" Square Bar Table - Sirona/Black Base	\$ 374.00	\$ 487.00	\$
	05036-0046 05246-0003	32" Round Bar Table - Cement/Chrome Base	\$ 507.00	\$ 659.00	\$
	05036-0046 05246-0018	32" Round Bar Table - Cement/Black Base	\$ 507.00	\$ 659.00	\$
	05036-0047 05246-0003	32" Round Bar Table - Yukon Oak/Chrome Base	\$ 507.00	\$ 659.00	\$
	05036-0047 05246-0018	32" Round Bar Table - Yukon Oak/Black Base	\$ 507.00	\$ 659.00	\$
	05036-0053 05246-0018	32" Round Bar Table - Smoke/Black Base	\$ 507.00	\$ 659.00	\$
	05036-0053 05246-0003	32" Round Bar Table - Smoke/Chrome Base	\$ 507.00	\$ 659.00	\$
	05036-0001 05246-0018	Euro Bar Table Black/Black 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0004 05246-0018	Euro Bar Table Black/Black 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0001 05246-0003	Silk Bar Table Black/Chrome 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0004 05246-0003	Silk Bar Table Black/Chrome 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0037 05246-0018	City Bar Table Maple/Black 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0038 05246-0018	City Bar Table Maple/Black 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0037 05246-0003	Park Ave Bar Table Maple/Chrome 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0038 05246-0003	Park Ave Bar Table Maple/Chrome 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0003 05246-0018	Summit Bar Table White/Black 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0006 05246-0018	Summit Bar Table White/Black 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0003 05246-0003	Blanco Bar Table White/Chrome 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0006 05246-0003	Blanco Bar Table White/Chrome 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0039	Fuze Bar Table	\$ 384.80	\$ 500.24	\$
	05036-0008 05246-0003	Blanco Bar Table - White/Chrome 24" Square	\$ 356.00	\$ 463.00	\$
	05036-0009 2-05246-0003	Blanco Rectangle Bar Table - White/Chrome	\$ 555.00	\$ 722.00	\$
	05036-0033 05246-0003	Spectrum Bar Table - Red	\$ 384.00	\$ 499.00	\$
	05036-0034 05246-0003	Spectrum Bar Table - Blue	\$ 384.00	\$ 499.00	\$
	05036-0035 05246-0003	Spectrum Bar Table - Purple	\$ 384.00	\$ 499.00	\$
	05036-0036 05246-0003	Spectrum Bar Table - Green	\$ 384.00	\$ 499.00	\$
	05204-0001	Aspen Bar Table	\$ 992.00	\$ 1,289.00	\$

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	05036-0050 05246-0002	24" Square Cafe Table - Cosmo/Chrome Base	\$ 377.00	\$ 490.00	\$
	05036-0050 05246-0017	24" Square Cafe Table - Cosmo/Black Base	\$ 377.00	\$ 490.00	\$
	05036-0051 05246-0002	24" Square Cafe Table - Emerald Tide/Chrome Base	\$ 377.00	\$ 490.00	\$
	05036-0051 05246-0017	24" Square Cafe Table - Emerald Tide/Black Base	\$ 377.00	\$ 490.00	\$
	05036-0049 05246-0002	24" Square Cafe Table - Icebreaker/Chrome Base	\$ 377.00	\$ 490.00	\$
	05036-0049 05246-0017	24" Square Cafe Table - Icebreaker/Black Base	\$ 377.00	\$ 490.00	\$
	05036-0048 05246-0002	24" Square Cafe Table - Sirona/Chrome Base	\$ 377.00	\$ 490.00	\$
	05036-0048 05246-0017	24" Square Cafe Table - Sirona/Black Base	\$ 377.00	\$ 490.00	\$
	05036-0046 05246-0002	32" Round Café Table - Cement/Chrome Base	\$ 508.00	\$ 661.00	\$
	05246-0017-05036-0046	32" Round Café Table - Cement/Black Base	\$ 508.00	\$ 661.00	\$
	05036-0047 05246-0002	32" Round Café Table - Yukon Oak/Chrome Base	\$ 508.00	\$ 661.00	\$
	05036-0047 05246-0017	32" Round Café Table - Yukon Oak/Black Base	\$ 508.00	\$ 661.00	\$
	05036-0053 05246-0002	32" Round Café Table - Smoke/Chrome Base	\$ 508.00	\$ 661.00	\$
	05036-0053 05246-0017	32" Round Café Table - Smoke/Black Base	\$ 508.00	\$ 661.00	\$
	05036-0001 05246-0017	Euro Café Table Black/Black 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0004 05246-0017	Euro Café Table Black/Black 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0001 05246-0002	Silk Café Table Black/Chrome 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0004 05246-0002	Silk Café Table Black/Chrome 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0037 05246-0002	Park Ave Café Table Maple/Chrome 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0038 05246-0002	Park Ave Café Table Maple/Chrome 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0037 05246-0017	City Café Table Maple/Black 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0038 05246-0017	City Café Table Maple/Black 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0003 05246-0002	Blanco Café Table White/Chrome 30" Round	\$ 358.00	\$ 465.00	\$
	05246-0002-05036-0006	Blanco Café Table White/Chrome 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0003 05246-0017	Summit Café Table White/Black 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0006 05246-0017	Summit Café Table White/Black 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0039-05246-0002	Fuze Café Table	\$ 384.80	\$ 500.24	\$
	05036-0008 05246-0002	Blanco Café Table White/Chrome 24" Square	\$ 358.00	\$ 465.00	\$
	05036-0009 2-05246-0002	Blanco Café Table White/Chrome Rectangle	\$ 553.00	\$ 718.00	\$
	05036-0033 05246-0002	Spectrum Café Table - Red	\$ 386.00	\$ 502.00	\$
	05036-0034 05246-0002	Spectrum Café Table - Blue	\$ 386.00	\$ 502.00	\$
	05036-0035 05246-0002	Spectrum Café Table - Purple	\$ 386.00	\$ 502.00	\$
	05036-0036 05246-0002	Spectrum Café Table - Green	\$ 386.00	\$ 502.00	\$
	05090-0001	Aspen Dining Table	\$ 852.00	\$ 1,107.00	\$
	05088-0531	Encore Dining Table	\$ 1002.00	\$ 1,303.00	\$
	05088-0533	Madera Dining Table	\$ 1,227.20	\$ 1,595.36	\$
	14136-0002	Tamiri Black Leather High Back Chair	\$ 449.00	\$ 583.00	\$

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	14176-0007	Tamiri Black Leather Mid Back Chair	\$ 397.00	\$ 515.00	\$
	14128-0002	Tamiri Black Leather Guest Chair	\$ 365.00	\$ 475.00	\$
	14136-0103	Accord Black Leather High Back	\$ 563.00	\$ 732.00	\$
	14136-0104	Accord White Leather High Back	\$ 563.00	\$ 732.00	\$
	14250-0013	Goal Black Task Chair With Arms	\$ 300.00	\$ 390.00	\$
	14250-0014	Goal Black Task Chair Armless	\$ 276.00	\$ 358.00	\$
	14307-0003	Goal Black Drafting Stool – Arms	\$ 321.00	\$ 417.00	\$
	14307-0004	Goal Black Drafting Stool – Armless	\$ 300.00	\$ 390.00	\$
	14128-0122	Rimati Hi-Back Chair - Black	\$ 272.00	\$ 353.00	\$
	14128-0123	Rimati Hi-Back Chair - White	\$ 272.00	\$ 353.00	\$
	14128-0122	Rimati Guest Chair - Black	\$ 272.00	\$ 353.00	\$
	14128-0123	Rimati Guest Chair - White	\$ 272.00	\$ 353.00	\$
	14062-0105	42" Round Conference Table – Black	\$ 474.50	\$ 616.85	\$
	14062-0106	42" Round Conference Table – Mahogany	\$ 474.50	\$ 616.85	\$
	14062-0297	Conference Rectangle Table 6' – Black	\$ 891.00	\$ 1,158.00	\$
	14062-0303	Conference Rectangle Table 6' – Sirona	\$ 891.00	\$ 1,158.00	\$
	14062-0300	Conference Rectangle Table 6' - White	\$ 891.00	\$ 1,158.00	\$
	14062-0298	Conference Rectangle Table 8' – Black	\$ 957.00	\$ 1,244.00	\$
	14062-0304	Conference Rectangle Table 8' – Sirona	\$ 957.00	\$ 1,244.00	\$
	14062-0301	Conference Rectangle Table 8' - White	\$ 957.00	\$ 1,244.00	\$
	14062-0299	Conference Rectangle Table 10' – Black	\$ 1,096.00	\$ 1,425.00	\$
	14062-0305	Conference Rectangle Table 10' – Sirona	\$ 1,096.00	\$ 1,425.00	\$
	14062-0302	Conference Rectangle Table 10' - White	\$ 1,096.00	\$ 1,425.00	\$
	14309-0001	Computer Kiosk – Black	\$ 733.00	\$ 953.00	\$
	14179-0005	Computer Kiosk - White	\$ 733.00	\$ 953.00	\$
	14072-0108	Storage Credenza - Black	\$ 625.30	\$ 812.89	\$
	14072-0038	Storage Credenza - Mahogany	\$ 625.30	\$ 812.89	\$
	14083-0105	Jr Executive Desk - Black	\$ 713.70	\$ 927.81	\$
	14083-0106	Jr Executive Desk - Mahogany	\$ 713.70	\$ 927.81	\$
	14083-0324	Executive Desk – Black	\$ 741.00	\$ 963.30	\$
	14083-0117	Executive Desk – Mahogany	\$ 741.00	\$ 963.30	\$
	14029-0098	5 Shelf Bookcase – Black	\$ 669.50	\$ 870.35	\$
	14029-0091	5 Shelf Bookcase - Mahogany	\$ 669.50	\$ 870.35	\$
	05088-0498	Brooklyn II Rect Dining Table	\$ 731.00	\$ 950.00	\$
	05088-0499	Brooklyn II Round Dining Table	\$ 573.00	\$ 745.00	\$
	05090-0001	Aspen Dining Table	\$ 852.00	\$ 1,107.00	\$
	14148-0001	2 Drawer Vertical File - Letter Size Black	\$ 235.30	\$ 305.89	\$
	14147-0001	2 Drawer Vertical File - Legal Size Black	\$ 305.50	\$ 397.15	\$
	14148-0002	4 Drawer Vertical File - Letter Size Black	\$ 314.60	\$ 408.98	\$
	14147-0002	4 Drawer Vertical File - Legal Size Black	\$ 349.70	\$ 454.61	\$
	14143-0006	2 Drawer Lateral File 18" – Black	\$ 314.60	\$ 408.98	\$
	14143-0008	4 Drawer Lateral File – Black	\$ 384.80	\$ 500.24	\$
	14034-0015	Storage Cabinet – Black	\$ 404.00	\$ 526.00	\$

****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	\$
No Tax	\$ -----
TOTAL	\$



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

email us @
esr@cssabq.com

UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	12091-0023	Display Pedestal 14" x 42" Black	\$ 466.70	\$ 606.71	\$
	12091-0004	Display Pedestal 24" x 42" Black	\$ 593.00	\$ 771.00	\$
	12091-0002	Display Pedestal 18" x 42" Black	\$ 637.00	\$ 828.00	\$
	12091-0030	Display Pedestal 14" x 42" White	\$ 466.70	\$ 606.71	\$
	12091-0024	Display Pedestal 14" x 36" Black	\$ 395.20	\$ 513.76	\$
	12091-0034	Display Pedestal 24" x 36" Black	\$ 637.00	\$ 828.00	\$
	12091-0031	Display Pedestal 14" x 36" White	\$ 395.20	\$ 513.76	\$
	12091-0033	Display Pedestal 24" x 36" White	\$ 637.00	\$ 828.400	\$
	12091-0025	Display Pedestal 14" x 30" Black	\$ 367.90	\$ 478.27	\$
	12091-0003	Display Pedestal 24" x 30" Black	\$ 564.00	\$ 733.00	\$
	12091-0001	Display Pedestal 18" x 30" Black	\$ 412.00	\$ 536.00	\$
	12091-0032	Display Pedestal 14" x 30" White	\$ 367.90	\$ 478.27	\$
	14309-0001	Locking Pedestal Black	\$ 733.00	\$ 953.00	\$
	14179-0005	Locking Pedestal White	\$ 733.00	\$ 953.00	\$
	12091-0055	Fuze Pedestal	\$ 384.80	\$ 500.24	\$
	12091-0043	London Pedestal	\$ 403.00	\$ 524.00	\$
	14189-0066	Stanchion Chrome	\$ 107.90	\$ 140.27	\$
	11526-0001	Stanchion Rope - Red Velour	\$ 57.20	\$ 74.36	\$
	14308-0009	Nero Literature Stand - Black	\$ 261.30	\$ 339.69	\$
	14308-0009	Argento Literature Stand - Aluminum	\$ 261.30	\$ 339.69	\$
	14308-0005	Alto Literature Rack - Black Metal	\$ 282.00	\$ 367.00	\$
	01209-0003	Compact Refrigerator White - 4.0 Cu Ft	\$ 510.00	\$ 662.00	\$
	09392-0019	Silo Grey Floor Lamp	\$ 237.90	\$ 309.27	\$
	09417-0037	Silo Grey Table Lamp	\$ 174.20	\$ 226.46	\$
	09392-0018	Silo White Floor Lamp	\$ 237.90	\$ 309.27	\$
	09417-0036	Silo White Table Lamp	\$ 174.20	\$ 226.46	\$
	09392-0001	Neutrino Steel Floor Lamp - Steel	\$ 243.10	\$ 316.03	\$

****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	\$
No Tax	\$ -----
TOTAL	\$

2026
TRADE SHOW
KIT CATALOG

BLANC



Blanc Sofa

Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat

Bright White Leather
54"W x 35"D x 35"H



Blanc Chair

Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman

Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

FUNCTION

Modular Seating Collection



Function Armless Chair - White

White Vinyl
28"Square x 29"H



Function Corner - White

White Vinyl
28"Square x 29"H



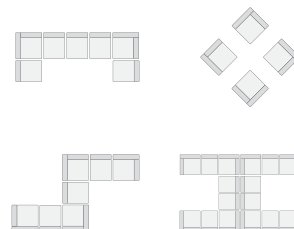
Function Armless Chair - Black

Black Vinyl
28"Square x 29"H



Function Corner - Black

Black Vinyl
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

Bright White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

Bright White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

Bright White Leather
30"W x 34"D x 19"H



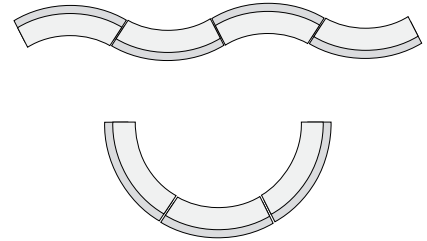
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H



METRO



Metro Sofa

Black Leather
85"W x 35"D x 35"H



Metro Loveseat

Black Leather
60"W x 35"D x 35"H



Metro Chair

Black Leather
35"Square x 35"H

METRO



Metro Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"W x 24"D x 17"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"W x 36"D x 36"H



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H



Grammercy Bench Ottoman

Charcoal Leather
60"W x 24"D x 17"H

AUBREY



Aubrey Sofa

Light Beige Faux Linen Fabric
90"W x 35"D x 35"H



Aubrey Chair

Light Beige Faux Linen Fabric
37"W x 35"D x 35"H



Aubrey Bench Ottoman

Light Beige Faux Linen Fabric
48"W x 24"D x 18"H

LATITUDE



Latitude Sofa

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Loveseat

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Chair

Beige Olefin Fabric
42"W x 36"D x 33"H

VERONA



Verona Sofa

Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H



Verona Chair

Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H



Verona Ottoman

Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

JASPER



Jasper Sofa

Boca Bright White
64"W x 24"D x 33"H



Jasper Chair

Boca Bright White
30"W x 24"D x 33"H

NIKO



Niko Sofa

Grey Microfiber
81"W x 30"D x 38"H



Niko Loveseat

Grey Microfiber
58"W x 30"D x 38"H



Niko Chair

Grey Microfiber
31"W x 30"D x 38"H

CROMWELL



Cromwell Sofa

Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair

Royal Blue Velvet
32"Square x 29"H

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand

Sand Microfiber
26"Square x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
28"Square x 30"H



Royce Chair - Mink

Mink Microfiber
29"W x 30"D x 33"H



Royce Chair - Oyster

Oyster Microfiber
29"W x 30"D x 33"H

OTTOMANS & BENCHES



Continental Curved Bench

Continental Bright White Leather
70"W x 26"D x 19"H



Encore Bench

Black Mango Wood
68"W x 15"D x 18"H



Square Ottoman

■ Metro Black Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Metro Black Leather
■ Grammercy Charcoal Leather
60"W x 24"D x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)



Essentials Turning Bed

White Leather
96"W x 48"D x 34"H

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|------------|---------|
| ■ Cherry | ■ Lemon |
| ■ Cromwell | ■ Lime |
| ■ Grape | ■ Mango |
- 17"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

Metro Cube Ottoman

Black Leather
18"Square x 18"H



**Essentials Turning Bed
- Charged**

White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.*

**Maximum of 1 bed per power source.*



**Patrice Table Chair
- Charged**

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Aspen Bar Table - Charged

White/Brushed Steel
72"W x 26"D x 42"H

**Maximum of 1 table per power source.*



**Aspen Cocktail Table -
Charged**

White/Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*



**Command 8' Conference
Table - White Charged**

96"W x 48"D x 31"H

**Maximum of 1 table per power source.*

OCCASIONAL TABLES



Aria Tables - Red

End Table Red/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Red/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Green

End Table Green/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Green/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Blue

End Table Blue/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Blue/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - Purple

End Table Purple/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Purple/Brushed Steel
44"W x 20"D x 18"H



Aria Tables - White

End Table White/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H
Console Table White/Brushed Steel
44"W x 20"D x 30"H



Aria Tables - Charcoal

End Table Storm Grey/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Storm Grey/Brushed Steel
44"W x 20"D x 18"H
Console Table Storm Grey/Brushed Steel
44"W x 20"D x 30"H



Novel Tables

End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"W x 15"D x 16"H



London Tables

End Table Marble/Chrome
24"Square x 23"H
Cocktail Table Marble/Chrome
40"Square x 16"H
Console Table Marble/Chrome
60"W x 16"D x 34"H

OCCASIONAL TABLES



Hylton Tablet Table

White/Brushed Steel
18"W x 12"D x 28"H



Gemma Accent Table - Blue Agate

Blue Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Citrine

Rose Quartz Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Moonstone

Grey Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Obsidian

Obsidian Top/Brass Base
14"Round x 20"H



Brooklyn Tables

End Table Square Chrome
22"Square x 20"H

End Table Round Chrome
20"Round x 20"H

Cocktail Table Rectangle Chrome
42"W x 24"D x 16"H

Cocktail Table Round Chrome
30"Round x 16"H



Cube Tables

■ Black
□ White

Cocktail Table
24"Square x 16"H

End Table
24"Square x 21"H



Sirona Accent Table

Grey Top/Black Metal Base
18"W x 12"D x 28"H



Orbit End Table

White/Powder-Coated Aluminum
16"Round x 19"H

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi With Built-in Wireless LED Kit
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Includes Remote Control



VIP Glow Bar 4'

Frosted Plexi With Built-in Wireless LED Kit
48"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Includes Remote Control



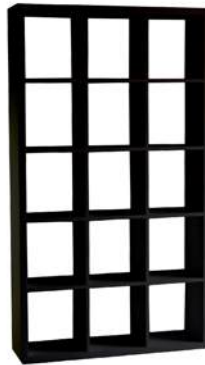
Agile Bar

■ Black
□ White
48"W x 16"D x 42"H
2 Shelves In Back



Blox Bar Back

Walnut/Brushed Metal
30"W x 16"D x 86"H
Please Inquire About Shelf Dimensions



Piazza Bar Back

■ Black
□ White
44"W x 12"D x 79"H
13"W x 14"H (Inside Shelf)



Elara Bar

Black Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control



Razor Bar

Gold Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control

STOOLS



Colin Stool

Natural Maple
20"W x 19"D x 46"H



Equino Stool

Black
White
15"W x 13"D x 35"H



Clara Stool

White
17"W x 21"D x 41"H



Milo Bar Stool

Black
California Wine
Chartreuse
Chocolate
Jade
Victory Blue
White

20"W x 21"D x 41"H



Marcus Bar Stool

Steel
17"Square (at footbase) x 29"H



Caprice Stool

Black Fabric
25"W x 26"D x 44"H



Sonic Stool

Black
22"W x 23"D x 42"H

STOOLS



Nexus Stool

White
19"W x 20"D x 44"H

CAFÉ CHAIRS



Milo Chair

Black	Jade
California Wine	Victory Blue
Chartreuse	White
Chocolate	

20"W x 22"D x 33"H



Clara Chair

White
18"W x 21"D x 35"H



Leslie Chair

White
20"W x 23"D x 31"H



Elio Chair

Steel
17"Square x 33"H

CAFÉ CHAIRS



Caprice Chair

Black
25"W x 24"D x 32"H



Sonic Chair

Black
20"W x 21"D x 32"H



Nexus Chair

White
19"W x 22"D x 32"H



Colin Chair

Natural Maple
22"W x 19"D x 33"H

BAR TABLES



24" Square Bar Table - Sirona

Available in Black or Chrome Base
24"Square x 42"H



32" Round Bar Table - Cement

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Smoke

Available in Black or Chrome Base
32"Round x 42"H



Euro Bar Table

Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table

Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H



City Bar Table

Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Park Ave Bar Table

Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Summit Bar Table

White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H

BAR TABLES



Blanco Bar Table

White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

White/Chrome
72"W x 24"D x 42"H



Spectrum Bar Table - Red

Red/Chrome
24"Square x 42"H



Spectrum Bar Table - Blue

Blue/Chrome
24"Square x 42"H



Spectrum Bar Table - Purple

Purple/Chrome
24"Square x 42"H



Spectrum Bar Table - Green

Green/Chrome
24"Square x 42"H



Aspen Bar Table

White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



24" Square Café Table - Sirona

Available in Black or Chrome Base
24" Square x 30"H



32" Round Café Table - Cement

Available in Black or Chrome Base
32" Round x 30"H



32" Round Café Table - Yukon Gold

Available in Black or Chrome Base
32" Round x 30"H



32" Round Café Table - Smoke

Available in Black or Chrome Base
32" Round x 30"H



Euro Café Table

Black/Black 30"
30" Round x 30"H
Black/Black 36"
36" Round x 30"H



Silk Café Table

Black/Chrome 30"
30" Round x 30"H
Black/Chrome 36"
36" Round x 30"H



Park Ave Café Table

Maple/Chrome 30"
30" Round x 30"H
Maple/Chrome 36"
36" Round x 30"H



City Café Table

Maple/Black 30"
30" Round x 30"H
Maple/Black 36"
36" Round x 30"H



Blanco Café Table

White/Chrome 30"
30" Round x 30"H
White/Chrome 36"
36" Round x 30"H

CAFÉ TABLES



Summit Café Table

White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H



Blanco Square Café Table

White/Chrome
24"Square x 30"H



Blanco Rectangle Café Table

White/Chrome
72"W x 24"D x 30"H



Spectrum Café Table - Red

Red/Chrome
24"Square x 30"H



Spectrum Café Table - Blue

Blue/Chrome
24"Square x 30"H



Spectrum Café Table - Purple

Purple/Chrome
24"Square x 30"H



Spectrum Café Table - Green

Green/Chrome
24"Square x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H



Encore Dining Table

Black Mango Wood
80"W x 40"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



Worksmart Task Chair - Armless

Black
20"W x 24"D x 35"H



Worksmart Drafting Stool

Black
20"W x 24"D x 42"H (Armless)
25"W x 24"D x 42"H (With Arms)



Rimati Hi-Back Chair - White

■ Black
□ White
30"W x 28"D x 47-50"H



Rimati Guest Chair - Black

■ Black
□ White
27"W x 25"D x 40"H



Space Guest Chair

Black
26"Square x 37"H

CONFERENCE TABLES



Conference Table Round

- Espresso
 - Urban Walnut
- 42"Round x 29"H



Command 6' Conference Table

- Black
 - Sirona
 - White
- 72"W x 36"D x 31"H



Command 8' Conference Table

- Black
 - Sirona
 - White
- 96"W x 48"D x 31"H



Command 10' Conference Table

- Black
 - Sirona
 - White
- 120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk

☒ Black
☐ White
 24" Square x 42"H



Conference Desk

☒ Espresso
☒ Urban Walnut
 Double Pedestal/Locking Drawers
 72"W x 36"D x 29"H



Jr Executive Desk

☒ Urban Walnut
☒ Espresso
 Double Pedestal/Locking Drawers
 60"W x 30"D x 29"H



2-Drawer Lateral File

☒ Urban Walnut
☒ Espresso
 36"W x 22"D x 29"H



Aspen Dining Table

White/Brushed Steel
 72"W x 30"D x 30"H



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
 60"W x 36"D x 30"H



Brooklyn Round Dining Table

Clear Glass/Chrome
 42" Round x 30"H

METAL FILE & STORAGE CABINETS



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



42" Display Pedestals

- Black
18"Square x 42"H
- White
18"Square x 42"H
- Black
24"Square x 42"H
- White
24"Square x 42"H



36" Display Pedestals

- Black
18"Square x 36"H
- White
18"Square x 36"H
- Black
24"Square x 36"H
- White
24"Square x 36"H



30" Display Pedestals

- Black
18"Square x 30"H
- Black
18"Square x 30"H
- Black
24"Square x 30"H
- White
24"Square x 30"H



Locking Pedestal

- Black
 - White
- 24"Square x 42"H



London Pedestal

Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



Alto Literature Rack - Black

Black/Metal
10.5"W x 9.5"D x 57"H



Alto Literature Rack - Silver

Silver/Metal
10.5"W x 9.5"D x 57"H

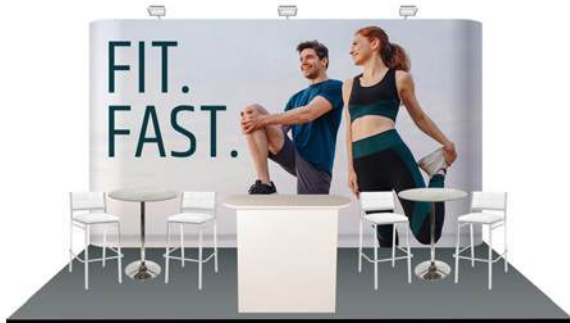


Compact Refrigerator

Black 4 Cubic Feet
21"W x 22"D x 32"H

STANDING OUT IN ***SMALL SPACES***

10 X 10



Cement

Milo Stool – White
32" Round Cement Bar Table – Tulip Base
White Bar



Nexus

Bianca Chair
Brooklyn Round End Table
Nexus Stool
30" Round Bar Table
Alto Literature Rack



Blanco

VIP Glow Bar 4'
Milo Stool – White
30" Round Bar Table
Alto Literature Rack



Euro

Caprice Chair
Euro Café Table
Black Bar
Alto Literature Rack



Milo

Milo Stool – Black
30" Round Bar Table – Tulip Base
Alto Literature Rack

ELEVATED *IMPACT*

10 X 20



Monarch

Monarch Chair
Aspen Charged Cocktail Table • Aspen Bar Table – Charged
Equino White Stool
VIP Glow Bar 6'



Metro

Metro Sofa • Metro Loveseat
Brooklyn Round End Table
Milo Stool – Black
36" Round Black Bar Table – Chrome Base
Alto Literature Rack



Niko

Niko Loveseat
Novel Cocktail Table
Milo Chair – Black
36" Round Café Table



Blanc

Blanc Sofa • Blanc Chair
Aria End Table - White • Aria Cocktail Table – White
Clara Stool
Aspen Bar Table – Charged
Alto Literature Rack

THE **IMMERSIVE EXPERIENCE**

20 X 20



Function White

Function Armless Chair - White • Function Corner - White
Spectrum Bar Table – Red • Clara Stool
Aria Cocktail Table – Charged • Alto Literature Rack



Function Black

Function Armless Chair - Black • Function Corner - Black
Aria Cocktail Table - Charcoal • Aria End Table - Charcoal
32" Round Café Table - Chrome Base
Sonic Chair • Alto Literature Rack



Jasper

Jasper Sofa • Jasper Chair
Brooklyn Round Cocktail Table • Brooklyn Round End Table • Clara Stool
Aspen Bar Table – Charged • VIP Glow Bar 6'



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www.cssabq.com

email us @
esr@cssabq.com

CARPET ORDER FORM

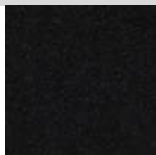
CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	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	253.55	329.62
	10' x 20' carpet	497.60	647.14
	10' x 30' carpet	744.40	967.72
	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.)	\$4.80 per sq. ft.	\$6.24 per sq. ft.
	Visqueen	\$1.36 per sq. ft.	\$1.64 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$2.10 per sq. ft.	\$2.73 per sq. ft.

STANDARD CARPET COLOR (please circle color choice)



Black



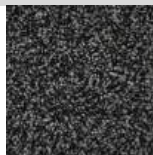
Ocean



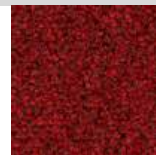
Granite



Evergreen



Madison



Ruby

FULL PAYMENT 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	\$
No Tax	\$ -----
TOTAL	\$



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PRESTIGE CARPET 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:		

ORDERS PLACED AFTER THE ABOVE DEADLINE DATE, PLEASE CALL FOR AVAILABILITY

SPECIAL CUT PRESTIGE CARPET

Enhance your exhibit with 34 oz. plush, multi-level pile carpet

Carpet Size _____ x _____ = _____ square feet x \$8.45 = \$ _____ TOTAL

PRESTIGE CARPET COLOR (please circle color choice)



Ebony



Cherry Red



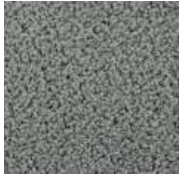
Burgundy



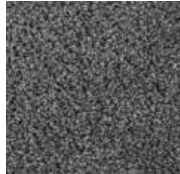
Colony Blue



White



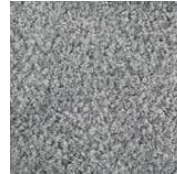
Gray Pearl



Charcoal



Emerald



Blue Mist



Mocha

Visqueen is available at **\$1.36** (advanced price) or **\$1.64** (standard price) per square foot installed

_____ x _____ = _____ square feet x \$1.36 or \$1.64 = \$ _____ TOTAL

Carpet Padding is available at **\$2.10** (advanced) or **\$2.73** (standard) per square foot installed (100 sq. ft. min charge)

_____ x _____ = _____ square feet x \$2.10 or \$2.73 = \$ _____ TOTAL

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

CONTACT CSS FOR ADDITIONAL FLOORING OPTIONS OR NEEDS

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

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No Tax	\$ -----
TOTAL	\$



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RENTAL DISPLAY UNITS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY

Charges for Rental Unit include delivery to your space, installation of unit only, and removal at close of show. **Units include Graphics as shown, Standard Carpet, and Daily Cleaning. Electrical outlets are not included with rental of any Display Unit.**

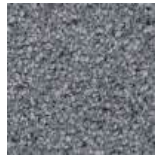
CARPET OPTIONS FOR STANDARD EXHIBIT RENTALS



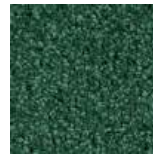
Black



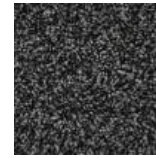
Ocean



Gray



Evergreen



Madison



Ruby



10ft x 10ft (V1)
\$2,639.39



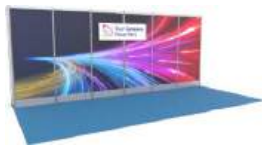
10ft x 10ft (V2)
\$4,252.34



10ft x 10ft (V3)
\$4,985.51



10ft x 10ft (V4)
\$6,085.28



10ft x 20ft (V1)
\$5,278.77



10ft x 20ft (V2)
\$7,258.34



10ft x 20ft (V3)
\$7,698.24



10ft x 20ft (V4)
\$9,971.01



10ft x 20ft (V5)
\$11,583.97



20ft x 20ft (V1)
\$8,211.42



20ft x 20ft (V2)
\$10,410.91



20ft x 20ft (V3)
\$9,971.01



20ft x 20ft (V4)
\$12,757.03

PLEASE READ PAYMENT POLICY

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LABOR JURISDICTIONS

Portland, Oregon

CONVENTION SERVICES OF THE SOUTHWEST, INC.

UNION JURISDICTIONS FOR PORTLAND, OREGON

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following:

EXHIBIT HALL INSTALLATION & DISMANTLING

CSS has an agreement with the local Carpenter's Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit space is no larger than 10' x 20'. Products may be placed by exhibitors regardless of booth size. Exhibitors are not allowed to use ladders, power tools (electric drills, power saws, etc.), or other mechanical equipment. If exhibitors need to go beyond these parameters, they must hire labor to assist in the installation and dismantling of their booths from CSS or have another exhibitor appointed contractor (EAC) that is a signatory with the carpenter union. Labor can be ordered through the online ordering system, by returning the labor order form to the email address or fax number provided on the top of the order forms in this manual, or at the show site service desk.

MATERIAL HANDLING / DRAYAGE

CSS will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. **CSS** has the responsibility of receiving and handling all exhibit materials and empty crates. **CSS** is accountable for managing a smooth, safe, and efficient move-in and move-out of the exhibition. Exhibitors may hand-carry small items (defined as small cartons, boxes, packages, luggage, or portable laptops generally under 30 lbs) through venue-designated POV (personal operated vehicle) unloading zones. Exhibitors may bring personal hand carts for their own use; however, the use of pallet jacks, forklifts, or other mechanical equipment is not permitted. All forklift and material handling from the loading dock to the point of installation is handled by the Carpenter's Union (through **CSS**). This is not applicable to materials that can be carried by one person. **CSS** will not be responsible for any material they do not handle.

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.

TIPPING

CSS requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all **CSS** employees.



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	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)	\$166.00	\$182.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$249.00	\$273.00
Sundays and Holidays	\$332.00	\$634.00

FORKLIFT RATES WITH OPERATOR	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$282.00	\$310.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$423.00	\$465.00
Sundays and Holidays	\$564.00	\$620.00

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	\$
No Tax	\$
TOTAL	\$



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EXHIBITOR APPOINTED CONTACTOR (EAC)
Submission Deadline for Notification & Certificate of Insurance: **Mon, Sept 14, 2026**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than **Monday, September 14, 2026**.
- 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, 2026**. 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:

AISES 2026



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SIGN HANGING LABOR ORDER FORM

(SCISSOR / CONDOR LIFT)

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	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** (provided there are more than one exhibitor ordering for the show). If there is only one exhibitor ordering sign hanging for the show, **CSS** may bill the exhibitor for a **four-hour minimum** to cover the cost of the lift.)

RATES FOR RIGGING	Advance Price	Standard Price
	Per Crew / Per Hour	Per Crew / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$557.00	\$669.00
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$835.50	\$1,003.50
Sundays and Holidays	\$1,114.00	\$1,338.00

**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 sign hangers 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:

	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION				
DISMANTLE				

SPECIAL INSTRUCTIONS:

(Please also complete and submit the Sign Hanging Questionnaire, Structural Integrity Statement, and Placement Diagram forms.)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
No Tax	\$ -----
TOTAL	\$



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HANGING SIGN LABOR AND EQUIPMENT RULES & REGULATIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

IMPORTANT INFORMATION

- All overhead hanging elements installed by **CSS** must also be assembled by **CSS**.
- Anything that is suspended from the ceiling or any structure 12' or higher from the ground requires approval from the OCC's rigging department.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the Hanging Sign Labels. This container must arrive by the warehouse shipping deadline. If these procedures are not followed, **CSS** cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to facility limitations and rules and show management rules and regulations (if there are any published). Refer to the included OCC Rigging Rules to determine facility rules and guidelines. Refer to show management rules and regulations for event specific height restrictions.
- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.
- Regarding sign placement, note that the ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
- Set up instructions must be provided for signs needing assembly.
- All hardware (nuts and bolts) must be shouldered, forged, stamped, and rated for overhead lifting. **CSS** will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance from the electrical service provider.
- It is at **CSS's** discretion to determine the proper lifting device to use within a facility.
- Hanging signs and/or overhead hanging components weighing 100 lbs. or less are hung by **CSS**. Any rigged object including signage over 100 lbs requires the use of the OCC's "Preferred AV Provider".
- All rigging plots must be submitted through an OCC Event Manager for review and approval no less than thirty (30) days prior to the event move-in date.
- All plots must include an individual per point weight load calculation (be sure to include weight verification with your submission).
 - Rigging plots for the Exhibit Halls must display the following layers: Walls
 - T1 Beams
 - OWJ Beams
 - Threaded points
 - Building HVAC
 - Building Cable Trays
- All rigging hardware must have the manufacturer's stamp and meet OHSA and ANSI standards.
- The first review prior to 30 days (about 4.5 weeks) out will be at no cost. Each additional review will incur a fee.
- No rigging will be allowed without approval. A rigging inspection fee may be applied for on-site inspection.

SCHEDULE AND SUPERVISION

- **CSS** will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- Scheduling is done on a first come, first serve basis. Requested dates and times cannot be guaranteed.
- Supervision for assembly and disassembly of overhead hanging signs can be provided by **CSS**, or by your company representative, display house, independent or lighting contractor.

RATES, EQUIPMENT AND MATERIALS

- Show site labor rates will apply to all hanging sign orders placed at show site.
- Rates for service are per lift and crew, per hour with a one hour minimum and thereafter in half hour increments (provided there are more than one exhibitor ordering sign hanging). If there is only one exhibitor that orders sign hanging, **CSS** may assess a four hour minimum labor charge to cover the cost of the lift.
- Lift with crew consists of equipment, operator, and rigger/sign hanger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and ground labor is an additional charge.
- If components such as cable, clamps, etc, must be provided by **CSS** to hang a sign. These materials are an additional cost and will be charged at the time the service is completed.
- OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.



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HANGING SIGN QUESTIONNAIRE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Exhibitor Information

Show Name: _____ Show Dates: _____
Exhibiting Company Name: _____ Booth Number: _____
On Site Contact Name: _____ On Site Contact Mobile: _____

Material

- ☐ Cloth/Vinyl
☐ System
☐ Metal
☐ Other – Write In: _____

Shape

- ☐ Square
☐ Circle
☐ Triangle
☐ Rectangle
☐ Other – Write In: _____

Size & Weight

Measurement	Details
Height	
Length	
Width	
Weight (in lbs.)	

Electrical & Rigging Requirements

Does your sign require electricity?

- ☐ Yes ☐ No

Do you know how many rigging points from the ceiling are needed?

- ☐ Yes ☐ No

Distance from floor to bottom of sign (in ft.) _____

Sign Placement

Where will your sign be located in reference to your booth?

- ☐ Center of Booth
☐ Other: _____

Supporting Documentation

Do you have a rigging design and/or engineering drawing?

- ☐ Yes ☐ No

Do you have pictures from a prior occurrence?

- ☐ Yes ☐ No

Submission Information

Please submit completed forms, rigging drawings, and supporting documentation to: esr@cssabq.com.



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HANGING SIGN STRUCTURAL INTEGRITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
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Authorized by:		

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

I, the contracted exhibitor for (Show Name) _____, (Show Dates) _____, and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered, tested, and adhere to all current ANSI standards and OSHA regulations. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless, as applicable, the association, show organizer, event producer, facility, **CSS**, and its subsidiaries, their directors, officers, employees, representatives, agents, and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting this structure will be verified (metered) on site at exhibitor's expense if, in **CSS's** sole discretion, such verification is necessary.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

HANGING SIGN PLACEMENT DIAGRAM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

The grid below may be printed to layout the placement of your Hanging Sign. Please complete as clearly as possible, indicating the following:

1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
2. Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
3. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
4. Number of feet from the floor to top of sign: _____

Show Name: _____ Dates: _____

Company Name: _____ Booth #: _____

Feet in from the back of Ailse #: _____

Feet in from the left Aisle #: _____

Feet in from the right Aisle #: _____

Feet in from the front Aisle #: _____

Feet in from the back Aisle #: _____

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot



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

email us @
esr@cssabq.com

VEHICLE SPOTTING ORDER FORM

Mobile Units / Motorized Vehicles

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
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	\$
No Tax	\$
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.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
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 - 8:00AM – 4:00PM Monday, September 14 – Monday, October 12, 2026 ADVANCE SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # AISES 2026 c/o CSS / Fern 6700 NE 59 th Place Portland, OR 97218	
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Wednesday, October 14, 2026 --- 8:00AM – 5:00PM Thursday, October 15, 2026 --- 8:00AM – 5:00PM DIRECT SHIPPING ADDRESS	
Ship To: Exhibitor Name and Booth # c/o CSS AISES 2026 Oregon Convention Center - Exhibit Halls B-D 777 NE Martin Luther King, Jr. Blvd. Portland, OR 97232	
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 16, 2026 @ 7:00PM****

SAMPLE: Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 145</u> per cwt = <u>\$ 725</u>

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

\$ 145 per cwt. **\$ 290** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **\$ 145** per cwt = \$ _____

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

\$ 132 per cwt. **\$ 262** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **\$ 132** 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 **\$75 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
No Tax	\$ -----
TOTAL	\$

ADVANCE WAREHOUSE SHIPPING LABELS

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

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2026

c/o CSS / Fern
6700 NE 59th Place
Portland, OR 97218

Whse Hrs: M-F – 8:00 am – 4:00 pm

MUST ARRIVE BY: Mon, Oct. 12, 2026

RUSH

✂

✂

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

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2026

c/o CSS / Fern
6700 NE 59th Place
Portland, OR 97218

Whse Hrs: M-F – 8:00 am – 4:00 pm

MUST ARRIVE BY: Mon, Oct. 12, 2026

RUSH

✂

✂

DIRECT SHIPPING LABELS

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

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2026

c/o CSS
Oregon CC – Halls B-D
777 NE Martin Luther King, Jr. Blvd.
Portland, OR 97232

Must NOT arrive before 10/14/26
DIRECT Shipments Received:
October 14, 2026 – 8:00AM– 5:00PM
October 15, 2026 – 8:00AM – 5:00PM

RUSH

✂

✂

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

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

AISES 2026

c/o CSS
Oregon CC – Halls B-D
777 NE Martin Luther King, Jr. Blvd.
Portland, OR 97232

Must NOT arrive before 10/14/26
DIRECT Shipments Received:
October 14, 2026 – 8:00AM– 5:00PM
October 15, 2026 – 8:00AM – 5:00PM

RUSH

✂

✂

HANGING SIGN SHIPPING LABELS

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

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

RUSH

AISES 2026
c/o CSS / Fern
6900 NE 59th Place
Portland, OR 97218

HANGING SIGN

Whse Hrs: M-F – 8:00 am – 4:00 pm
MUST ARRIVE BY: Monday, Oct. 12, 2026

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

TO: _____
(Exhibiting Company Name)

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

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

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AISES 2026
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Whse Hrs: M-F – 8:00 am – 4:00 pm
MUST ARRIVE BY: Monday, Oct. 12, 2026

✂



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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
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.



Choose ABF Freight®, the carrier exhibitors rely on for precision, care and on-time performance.

Let ABF make the AISES National Conference 2026 the easiest you have attended!

October 15-17, 2026

At the Oregon Convention Center - Exhibit Halls B-D

Why Choose ABF Freight?

- Trusted service backed by decades of tradeshow experience
- Flexible pickup and delivery options
- Real-time tracking and proactive support
- Coverage across all 50 states, Canada and Puerto Rico

Services Include:

- Custom delivery windows for show setup and breakdown
- Easy-to-use tracking and scheduling tools
- Secure handling for your most important materials
- A dedicated team that keeps your shipment moving



For personalized quotes, please call **ArcBest Quotes** at **800-654-7019**.

tradeshow@arcb.com





Trade Show Shipping

Important Move-Out Bulletin

ABF Freight, an ArcBest company, is the official transportation provider

Move-Out Freight Options

Expedite

Expedite Guaranteed Service

Time Critical

Guaranteed Ground Service

Regular Ground Service

**See the ArcBest
Representative at
the service desk.**

Speak to one of our knowledgeable Trade Show Coordinators today at

800-654-7019



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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2026	Advance Payment Deadline: Wednesday, September 30, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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.

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		61	79	
	7" x 44"	Vertical Horizontal		75	98	
	11" x 14"	Vertical Horizontal		66	86	
	14" x 22"	Vertical Horizontal		92	120	
	22" x 28"	Vertical Horizontal		141	184	
	24" x 36"	Vertical Horizontal		198	257	
	28" x 44"	Vertical Horizontal		207	269	
	Meter Board (1 meter x 8')	Vertical (unframed)		468	560	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
No Tax	\$
TOTAL	\$

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 1/2 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 NOTATE BELOW OR ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



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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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Albuquerque, NM 87104
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email us @
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.



YOU'RE WELCOME HERE

As an exhibitor, we want to provide you with comprehensive information about all of the services you'll need for a successful experience at the Oregon Convention Center (OCC). Our Exhibitor Services team is here to help make planning and ordering easy for all exhibitors.

The OCC is the exclusive provider of:

- Electrical
- Water connection, fill and drain
- Natural gas
- Compressed air
- Cable TV
- Telecom and internet
- Booth cleaning and porter service
- Rigging

For your audiovisual needs, OCC's preferred provider, ON Site Audio Visual, has a full range exhibitor rentals available.

GENERAL INFORMATION

PARKING

For parking information, please visit oregoncc.org/en/parking.

MOVE-IN AND MOVE-OUT

For information about move-in and move-out, please visit oregoncc.org/en/exhibit/move-in.

SUSTAINABILITY

We want to make it as easy as possible for you to execute a sustainable event. Our **Sustainable Events Guide** can help!

TERMS OF SERVICE

To read our **Terms of Service** for exhibitors at OCC, please visit oregoncc.org/exhibit.

CONTACT US

occexhibitorservices@edlen.com
503-731-7918

ORDERING POLICIES AND PROCEDURES

PRICING

Save money by ordering early! Advance, standard, and late rates are available for most services. Pricing is subject to change without notice.

- Advance rates apply to orders received 21 days prior to the event start date.
- Standard rates apply to orders received after the advance rate deadline.
- Late rates apply to orders received seven (7) days prior to the first event move-in day.

ORDERING

Exhibitor ordering is easy through our online Exhibitor Service Center.



To order, scan the QR code or visit oregoncc.org/exhibit and click "order now".

If you have a special request, please email our exhibitor service desk at occexhibitorservices@edlen.com or call 503-731-7918.

PAYMENTS

Payment for services must be received in advance. Service will be delivered only after payment is received. Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon installment of equipment.

REFUNDS

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

Prices listed are run of show unless otherwise marked.

120 VOLT	ADVANCE	STANDARD	LATE
5 Amps	\$132	\$166	\$198
10 Amps	\$160	\$201	\$240
15 Amps	\$185	\$231	\$277
20 Amps	\$212	\$266	\$318
120 VOLT 24-HOUR POWER	ADVANCE	STANDARD	LATE
5 Amps	\$264	\$332	\$396
10 Amps	\$320	\$420	\$480
15 Amps	\$370	\$462	\$554
20 Amps	\$424	\$532	\$636
208 VOLT SINGLE PHASE	ADVANCE	STANDARD	LATE
20 Amps	\$315	\$406	\$487
30 Amps	\$393	\$491	\$589
50 Amps	\$542	\$677	\$813
60 Amps	\$684	\$855	\$1,026
100 Amps	\$1,054	\$1,318	\$1,581
208 VOLT THREE PHASE	ADVANCE	STANDARD	LATE
20 Amps	\$405	\$507	\$608
30 Amps	\$507	\$634	\$761
60 Amps	\$878	\$1,097	\$1,317
100 Amps	\$1,249	\$1,561	\$1,875
200 Amps	\$2,351	\$2,939	\$3,528
400 Amps	\$4,323	\$5,404	\$6,485
480 VOLT SINGLE PHASE	ADVANCE	STANDARD	LATE
20 Amps	\$616	\$809	\$970
30 Amps	\$844	\$1,055	\$1,266
60 Amps	\$1,315	\$1,643	\$1,972
100 Amps	\$2,055	\$2,568	\$3,082
200 Amps	\$4,114	\$5,142	\$6,171
480 VOLT THREE PHASE	ADVANCE	STANDARD	LATE
20 Amps	\$767	\$961	\$1,153
30 Amps	\$970	\$1,213	\$1,455
60 Amps	\$1,548	\$1,934	\$2,320
100 Amps	\$2,313	\$2,892	\$3,470
200 Amps	\$4,620	\$5,775	\$6,930
RENTAL EQUIPMENT	ADVANCE	STANDARD	LATE
15' Extension Cord	\$31	\$34	\$38
Power Strip with 6 Outlets	\$28	\$32	\$35
ELECTRICAL LABOR	PER HOUR		
Standard 7:00 am - 7:00 pm	\$135		
Holiday	\$270		

NOTE

- Use of portable or car batteries for powered booth displays is not allowed. Temporary power must be provided by Exhibitor Services by ordering in advance.
- There is a minimum labor charge of two (2) hour for installation and one (1) hour for removal for all 208V/480V services. There is a minimum labor charge of one (1) hour for installation and one half (.5) hour for removal if you require outlets to be distributed to a specific location.
- Electricity will be turned on one (1) hour prior to show opening and off one (1) hour after show closing on show days.

Prices listed are per day unless otherwise marked.

SHARED INTERNET ACCESS	ADVANCE	STANDARD	LATE
The use of routers (wired, wireless, or other network equipment) is prohibited without prior authorization.			
Basic Internet - Wired Up to 3Mbps for 1 device	\$200	\$250	\$300
Business Class Internet - Wired Up to 10 Mbps for 10 devices; includes 1 wired drop (use of layer 2 Ethernet switch permitted)	\$600	\$750	\$900
Business Class Wiring (additional device wiring for business class internet)	\$100/each	\$125/each	\$150/each
Business Class - Wi-Fi Up to 10 Mbps per connection	\$50	\$50	\$50
Business Class Group - Wi-Fi Up to 10Mbps for 10 devices	\$300	\$375	\$450
Business Class Group - Wi-Fi Up to 10Mbps for 30 devices	\$400	\$500	\$600
TELEPHONE SERVICES	ADVANCE	STANDARD	LATE
Single Phone Line Includes line with telephone	\$260/each	\$325/each	\$390/each
Credit Card/Fax Line Includes line with jack	\$260/each	\$325/each	\$390/each



Prices listed are per day unless otherwise marked.

AUDIO EQUIPMENT	ADVANCE	STANDARD
Wireless Mic (Handheld/Lapel)	\$158	\$158
6 Channel Mixer	\$76	\$76
Two Powered Speakers with a 6 Channel Mixer	\$197	\$197
Powered Speaker with Stand	\$99	\$99
CD Player	\$66	\$66
VIDEO EQUIPMENT	ADVANCE	STANDARD
8' Tripod Projection Screen	\$53	\$53
9' x 12' Cradle Projection Screen	\$95	\$95
Safe Lock Stand	\$26	\$26
LCD 4700 Lumen HD Projector	\$574	\$574
25' VGA Cable	\$27	\$33
MONITORS	ADVANCE	STANDARD
32" Monitor	\$300	\$375
50" Monitor	\$416	\$520
MONITORS WITH FLOOR STANDS	ADVANCE	STANDARD
50" Monitor	\$484	\$604
75" Monitor	\$1,400	\$1,750
85" Monitor	\$1,872	\$2,340
98" Monitor	\$3,120	\$3,900
MONITORS WITH WALL MOUNT	ADVANCE	STANDARD
50" Monitor	\$484	\$604

NOTE

All monitors, audio, and video equipment require a minimum order of 120 Volts - 5 Amps of electricity.

Compressed Air, Water, and Natural Gas

Prices listed are run of show unless otherwise marked.

COMPRESSED AIR	ADVANCE	STANDARD	LATE
First Connection – 90-100 PSI (Service Outlet – ½” C10-26 Disconnect)	\$285	\$355	\$425
Each Additional Connection	\$130	\$150	\$180
WATER	ADVANCE	STANDARD	LATE
First Connection – 55-65 PSI (Service Outlet – Garden Hose Thread)	\$270	\$335	\$405
Each Additional Connection	\$130	\$160	\$190
One Time Fill and Drain – 1-99 Gallons	\$150	\$185	\$220
One Time Fill and Drain – 100-250 Gallons	\$295	\$370	\$440
One Time Fill and Drain – 251-500 Gallons	\$360	\$450	\$535
One Time Fill and Drain – Each Additional 100 Gallons	\$50	\$60	\$75
NATURAL GAS	ADVANCE	STANDARD	LATE
First Connection – ¾” NPTM Thread	\$295	\$370	\$445
Each Additional Connection	\$150	\$185	\$225
SUPPLIES AND MATERIALS	EACH		
All Air Fittings	\$17		
All Pipe Fittings – up to ¾”	\$15		
ENGINEERING LABOR	PER HOUR		
Standard 7:00 am to 7:00 pm	\$125		
Holiday	\$250		

NOTE

- Connection information: Booth floorplan will be required when ordering air, water, or natural gas. Exhibitors must furnish necessary fittings to connect ½” female quick-disconnect for air and ¾” male GHT thread for water connection. Natural gas is ¾” male NPTM thread.
- Exhibitor is responsible for required equipment regulators.
- There is a minimum one (1) hour labor charge for installation and a half (½) hour for removal of each air, water, and natural gas connection.

Booth Cleaning

Prices listed are per day unless otherwise marked.

BOOTH VACUUMING OR WET/DRY MOP	ADVANCE	STANDARD	LATE
10' x 10'	\$53	\$66	\$80
10' x 20'	\$98	\$122	\$145
10' x 30'	\$138	\$172	\$206
20' x 20'	\$155	\$192	\$232
Non-standard booth sizes (per square foot)	\$ 0.50	\$ 0.50	\$ 0.55



ON Site Audio Visual is the exclusive rigging service provider for the OCC. Aerial rigging is available in the exhibit halls, and ballrooms. Prices listed are run of show unless otherwise marked.

RIGGING HOIST		STANDARD
1/2 or 1 Ton Hoist		\$144
LABOR RATES (4-HOUR MINIMUM)		STANDARD
ETCP Rigger		\$116
Up Rigger		\$105
Down Rigger		\$99
Overtime or after hours		Standard Rate x 1.5
Midnight to 7:00 am		Standard Rate x 2
PACKAGES		STANDARD
Exhibit Hall Rigging Point Package		
1 6' GAC Flex 2 4' GAC Flex 2 5/8" Shackle	1 Motor Control Cable 1 Motor Control Channel	\$110
Exhibit Hall Bridal Point Package		
2 6' GAC Flex 2 20' Steel 2 10' Steel 2 5' Steel 2 Deck Chain	1 Pear Ring 2 4' GAC Flex 8 5/8" Shackle 1 Motor Control Cable 1 Motor Control Channel	\$210
Ballroom Rigging Point Package		
1 Hanging - Eye Bolt 2 4' GAC Flex 2 5/8" Shackle	1 Motor Control Cable 1 Motor Control Channel	\$110
DRAWING RATES		PER HOUR
All rigging plots must be submitted to ON Site Audio Visual and OCC event management for review and approval no less than 30 days prior to the event move-in date.		
Drawing submitted timely and in the proper format, observing all structural limitations and reflecting weight loads, will be reviewed and approved. All plots must include an individual per point weight load calculation. Rigging plots for the exhibit halls must display the following layers: walls, T1 beams, OWJ beams, threaded points, building HVAC, building cable trays.		\$116 for submissions, amendments, and resubmissions
Acceptable file formats: DXF, DWG, VWX, MCD, WYG, and PDF		
RIGGING INSPECTION		PER HOUR
No rigging will be allowed without approval. A rigging inspection fee may be applied for on-site inspection. All ground supported installations with a trim height greater than 12' must be inspected and approved.		\$158

NOTE

Please contact ON Site Audio Visual at 503-731-7809 for specific quotes or questions.

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UPDATED MAY 2025

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occexhibitorservices@edlen.com
oregoncc.org

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RIGGING RULES AND REGULATIONS

July 2025 - June 2026

WE ARE A CENTER IN MOTION.

Defined by you and what you can accomplish inside our walls.

We don't decide the future.

We provide a place where you can.

Where you can

Join. Change. Dismantle. Engage.

Cherish, Love, Uphold, Refute, Challenge, Galvanize and Improvise -
until you figure out what will come next.

THIS IS A PLACE OF ACTION.

There are no nos, no if onlys, no maybes.

There is only right now.

Ready? Go.

OREGON

Oregon
Convention
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Rigging Definitions

Rigging

Rigging is defined as the attachment of objects to the ceiling steel, air wall tracks, ballroom points, or the suspension of objects from any portion of the physical building.

Sign Rigging

Sign rigging as used in this document refers to the overhead suspension of objects under 20 pounds.

Banner Rigging

Banner rigging as used in this document refers to the overhead suspension of objects over 20 pounds and under 100 pounds.

Ground Supported Rigging

Ground supported rigging is defined as the attachment of objects to a load-bearing apparatus such as crank-up, electric, hydraulic, mechanized, self-climbing, manually built self-supporting truss systems, hoisting towers, single mast sound, lighting trees, or other similar “stick” rigging device.

Aerial Rigging

Aerial rigging as used in this document refers to the overhead suspension of objects over 100 pounds and requires the use of ON Site Audio Visual, OCC’s preferred audiovisual provider, who is the exclusive provider of rigging labor services. This also includes chain motor rental.

Labor Rates

Rigging labor rates, packages, and more are listed in OCC’s [Equipment, Services, and Labor Rates](#).

CAD Drawings

CAD drawings of all spaces are available at oregoncc.org/rigging.

Sign Rigging

Non-motorized banners, aisle signs, aluminum framed hanging signs and other expo elements that are under 20 pounds do not require a plot review.

Exceptions to the 20 pounds rule may be made for banners hanging directly on a wall with approval of the OCC. All expo elements are required to be rigged with hardware that is rated for overhead lifting.

Banner Rigging

Non-motorized banners, aisle signs, aluminum framed hanging signs, and other expo elements that are over 20 pounds and under 100 pounds do require a plot review.

A plot must be submitted 30 days prior to the event move-in date for approval. All expo elements are required to be rigged with hardware that is rated for overhead lifting.

Ground Supported Rigging

Floor supported structures over 20 feet must be properly secured, meet all safety guidelines and are subject to onsite review by OCC.

Free-standing items may not obstruct mandatory exit aisles, doorways, exit lights, AED devices, fire alarm pull boxes, fire hose cabinets, or fire extinguishers.

Support legs must be positioned, marked, or otherwise protected to avoid trip hazards. Items may not block necessary service access into the room. Certified riggers may be required for ground supported rigging.

Ground/floor-based rigging/truss that exceeds 16 feet in height must have an overhead support system that connects into the facility rig points unless there is an engineer stamped drawing indicating that this is not necessary.

All ground supported installations with a trim height greater than 12 feet must be inspected and approved.

Aerial Rigging

Please submit all rigging plots for quoting to ON Site Audio Visual, OCC's exclusive provider of rigging labor services. This also includes chain motor rental.

Rigging Points and Load Limits

Location	Rigging Point	Load Limit
Halls A, A1, B, C	T1 steel beams	4,000 pounds per panel point
Halls A, A1, B, C	Open web joist	500 pounds at one panel point, between T1 steel
Halls D, E	T1 steel beams	2,000 pounds per panel point
Halls D, E	Open Web Joist	1,500 pounds at one panel point, per span between T1 steel
Oregon and Portland Ballrooms	Threaded points	1,000 pounds per point
Meeting Rooms and Lobbies		There are no weight-bearing points in these areas

Trim Heights

The Oregon Ballroom has special conditions. The ceiling is constructed from floating three-dimensional discs hung at heights between 23 and 25 feet to create the effect of a tree canopy. The rigging points are recessed between the discs. The cost of any

damage to the canopy will be billed back to the licensee.

Location	Rigging Point	Trim Height
Exhibit Halls	T1 Steel Beams	between 32 and 34 feet
Exhibit Halls	Open Web Joist	between 43 and 45 feet
Exhibit Halls	Light Squares	30 feet
Portland Ballroom	Celing	29 feet
Portland Ballroom	Soffit	28 feet
Oregon Ballroom	Celing	25 feet
Oregon Ballroom	Soffit	23 feet

Prohibited

- **No bridling allowed from open web joist.**
- No rigging from any structure other than open web joist and T1 beams and threaded points.
- No live loads on open web joist.
- No bridling allowed on threaded points.
- No live loads on threaded points.
- No hanging from hot rails in the exhibit halls.
- No hanging from light squares in exhibit halls.
- No hanging from lighting fixtures in ballrooms.
- No use of trick-line and other non-rated hardware.
- No non-rated synthetic cordage.
- No hanging signs with solid fabric underside.

Contractor Guidelines

- All rigging plots must be submitted through an OCC event manager for review and approval no less than 30 days prior to the event move-in date.
- All plots must include an individual per point weight load calculation.
- Rigging plots for the exhibit halls must display the following layers:
 1. Walls
 2. T1 Steel Beams
 3. OWJ Beams
 4. Threaded points
 5. Building HVAC
 6. Building Cable Trays
- Rigging is ONLY allowed from the top or bottom of the open web joist at the panel point.
- A protective wrap must be used around beams.
- All rigging hardware must have the manufacturer's stamp and meet OSHA and ANSI standards.
- The first review prior to 30 days out will be at no cost. Each additional review will incur a fee.
- No rigging will be allowed without approval. A rigging inspection fee may be applied for inspection.
- Contractors are expected to abide by all the rules and regulations of OCC.
- During the period of occupancy, the Licensee is ultimately responsible for any damage that occurs due to the hanging or attachment of items to the facility or to facility-owned equipment by any exhibitor, contractor, representative or agent.

Certified Rigger

The Entertainment Technician Certification Program (ETCP) is an industry-wide program created by the Entertainment Services and Technology Association (ESTA).

ETCP certification focuses on installation activities that directly affect the health and safety of crews, performers, and audiences and requires compliance with OSHA and other laws.

ETCP certified riggers have met experience and training eligibility requirements and passed rigorous testing to ensure proper installation of rigging to temporarily suspend objects from overhead structures in any environment.

More information on ETCP certification requirements can be found at etcp.esta.org.

Certified Rigger Requirements

Any rigging at OCC, either ground supported or aerial, may be required to be installed by ETCP certified riggers at OCC's behest.

An ETCP certified rigger will be identified by ON Site Audio Visual as the rigging supervisor for the installation.

This rigging supervisor must submit inspection and approval documents assuring that all rigging for the event, whether aerial or ground supported, is installed in a safe and effective manner, meeting all requirements, policies and procedures of the OCC.

Question 1

Am I required to use an ON Site Audio Visual technician to assemble my truss system or for the attachment of gear to the truss system?

All qualified audiovisual contractors may assemble truss systems as well as attach lighting, sound, and projection equipment to truss systems. An ON Site Audio Visual technician is always required to control (raise or lower) chain motors.

Question 2

Am I required to use ON Site Audio Visual for ground supported applications in the ballroom spaces?

All qualified audiovisual contractors may assemble and construct ground supported systems. Please also review [Ground Supported Rigging](#) on page 4.

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Jason Hildner, Rigging Services Manager
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2025
EXHIBITOR
MENU

EXHIBITOR MENU



Breakfast Selections

Healthy Start Box 53.00 EA

110 - 680 calories

Hard Boiled Egg, Greek Yogurt Cup, Fresh Berries and Sliced Melon, Granola Bar

Bagels with Cream Cheese 60.00 DZ

245-350 calories

Sliced Fruit Platter 150.00

Serves 10 guests

Fresh Seasonal Fruit

Large Sliced Fruit Platter 375.00

Serves 25 guests

Fresh Seasonal Fruit



Snack Selections

Pretzel Bread Package 850.00

serves 100 guests

Nacho Cheese, Grain Mustard, Napkins

Mixed Nuts 58.00 LB

Individual Bags of Chips 58.00 DZ

Fresh Baked Cookies 57.00 DZ

Double Chocolate Brownies 57.00 DZ

Tortilla Chips with Salsa 53.00 LB

Kettle Chips and Dip 53.00 LB

Full Sized Candy Bars 52.00 DZ

Whole Bananas 51.00 DZ

Whole Fruit 49.00 DZ

Chef's Choice of Apples, Oranges or Pears

Individual Trail Snacks 46.00 DZ

Granola Bars 45.00 DZ



Hors D'oeuvres

Hot Hors D'oeuvres

Priced per dozen. Minimum order of 4 dozen per selection.

Dungeness Crab Cake100.00

160 calories per serving

Shaved Fennel, Mango Cilantro Salsa

Bacon Wrapped Scallops100.00

110 calories per serving

Verjus Reduction

Cold Hors D'oeuvres

Priced per dozen. Minimum order of 4 dozen per selection.

Curried Chicken Salad 60.00

10 calories per 1 oz. serving

Boursin and Cucumber Cup 55.00

100 calories per 1 oz. serving

Boards

Serves 50 guests

Cheese Board1150.00

80 - 120 calories per 2 oz. serving

Imported and Local Northwest Cheeses,
Candied Apricots, Roasted Hazelnuts,
Grapes on the Vine, Rustic Bread, Crackers

Seasonal Crudités 750.00

160 calories per serving

Fresh Garden Vegetables, Lemon and Herb
Hummus



Party Trays

Silver Dollar Sandwich Platter

350.00 (for 10)

Assorted Sandwiches to include, Turkey,
Ham, Vegetarian. Served with Chips and
Assorted Condiments

700.00 (for 20)

The Complete Package

450.00 (for 10)

Assorted Sandwiches to include, Turkey,
Ham, Vegetarian. Tossed Green Salad,
Chips, Assorted Cookies, Assorted
Condiments and Iced Tea

900.00 (for 20)



Beverages

Portland Coffee Roasters **110.00 GL**

Portland Coffee Roasters Decaf .. **110.00 GL**

Choice of Hot Teas **110.00 GL**

Soft Drinks **6.50**
Pepsi, Diet Pepsi, Sierra Mist

Bottled Water **7.00**

Celsius Energy Drink **9.00**

Miscellaneous

Water Bubbler Rental **80.00**
Includes 5 Gallon Water Jug

5 Gallon Water Jug **80.00**

Ice - 20 LBS **35.00**



Exhibitor Services

The staff at **The Oregon Convention Center** work hard to ensure all of our exhibitors have a successful show. Our **Levy** catering team have put together a menu that makes food and beverage planning easy, and will help attract customers to your booth. Whether you are looking for breakfast or lunch service, or need to order hors d'oeuvres and drinks for a reception, we have what you need!

To place an order just fill out the order form provided and email a copy back to us. Once the request has been processed you will receive a confirmation. We will then deliver your order to your booth at the time you indicate.

All prices subject to 24% administrative charge. Prices subject to change without notice.

Levy

PLEASE EMAIL COMPLETED **EXHIBITOR ORDER FORM** TO OCCESC@levyrestaurants.com

Name of Show _____

Company Name _____

Person Ordering _____

On-Site Contact _____

Address _____

Phone _____ E-mail _____

Booth/Room _____ Guest Count _____

DATE	DELIVERY TIME	QTY	ITEM	PRICE	TOTAL

GENERAL INFORMATION

Levy is the exclusive caterer for the Oregon Convention Center. Absolutely no food and/or beverage i.e. Candy, Logo Water, Espresso Machines, etc. are to be brought into the Oregon Convention Center. Please contact our Sales Office regarding additional menu options.

Sub-Total _____

24% Administrative Charge _____

Total _____

Signature _____

Date _____

DEADLINE

All orders must be received 14 days prior to the first event day. All orders received after the deadline will be processed with a 15% late fee.

ADMINISTRATIVE FEE

24% Administrative Fee will be added to all orders.

Levy

PLEASE REMEMBER

- No food or beverage is to be brought into the Oregon Convention Center for any purpose without the consent of Levy.
- Customer will pay total charges as specified on the catering order (s) as well as applicable charges on additional items ordered on site.
- All food and beverage is subject to 24% administrative charge.
- Under no circumstances does Levy take orders or credit card numbers over the phone.
- All orders must be paid for in advance of delivery to booth or order will not be processed.



Equipment Rental

Pricing is per day. Rental prices subject to change.

Hot Box	175.00 EA
Cold Box	175.00 EA
Speed Rack	125.00 EA
Queen Mary	150.00 EA
Tray Jack Stand	20.00 EA
Oval Tray	20.00 EA
Cocktail Tray	10.00 EA
Lexan	45.00 EA
Bus Tub	12.00 EA
Water Pitcher (Plastic)	5.00 EA
Cutting Board	30.00 EA
Reach In Freezer	200.00 EA
Small Refrigerator	175.00 EA
Kegeerator	200.00 EA
Hotel Pan	25.00 EA
Half Pan	10.00 EA
Heat Lamp Station	100.00 EA
Display Tray	10.00 EA
Bowl	8.00 EA
Soup Ladle	7.00 EA
Tongs	6.00 EA
Serving Spoons	10.00 EA



Ceramic Service Ware Rental

Pricing is per day. Rental prices subject to change.

Ceramic Dinner Plate	1.75 EA
Ceramic B&B	1.00 EA
Ceramic Salad Plate	1.50 EA
Dinner Plate Cover	5.00 EA
Wine Glass	1.00 EA
Water Glass	1.00 EA

Miscellaneous Rental

Pricing is per day. Rental prices subject to change.

Popcorn Machine	550.00 EA
Attendant required. Serves 100 guests	
85x85 Linen	10.00 EA
Black, White or Ivory	
Ice	35.00 EA
20lb minimum	
5 Gallon Water Bubbler	80.00 EA
Additional 5 Gallon Jugs	80.00 EA

Disposable Service Ware

Purchase only

6" Disposable Plate	15.00 EA
50 Count	
Disposable Fork, Knife, Spoon	10.00 EA
100 Count	
Soup Bowl	20.00 EA
50 Count	
5 oz Sample Tasting Cups	10.00 EA
100 Count	
Black Cocktail Napkins	10.00 EA
100 Count	
Disposable Gloves	25.00 EA
100 Count	
Dump Bucket with Liner	12.00 EA
Replacement Liner	2.00 EA

PLEASE EMAIL COMPLETED RENTAL ORDER FORM TO OCCESC@levyrestaurants.com

Name of Show _____

Company Name _____

Person Ordering _____

On-Site Contact _____

Address _____

Phone _____ E-mail _____

Booth/Room _____ Guest Count _____

DATE	DELIVERY TIME	QTY	ITEM	PRICE	TOTAL

GENERAL INFORMATION

Levy is the exclusive caterer for the Oregon Convention Center. Absolutely no food and/or beverage i.e. Candy, Logo Water, Espresso Machines, etc. are to be brought into the Oregon Convention Center. Please contact our Sales Office regarding additional menu options.

Sub-Total _____

24% Administrative Charge _____

Total _____

Signature _____

Date _____

PLEASE NOTE:

All orders must be received 14 days prior to the first event day. All orders received after the deadline will be processed with a 15% late fee.

REPLACEMENT CHARGE

A charge will be applied for items returned damaged. Charge TBD per item.

CLEANING FEE

A fee of \$150.00 will be applied for any refrigerator, cooler, freezer or kegerator returned dirty.

ADMINISTRATIVE FEE

24% Administrative Fee will be added to all orders.



OREGON CONVENTION CENTER

777 NE MARTIN LUTHER KING JR. BLVD.
PORTLAND, OR 97232
PHONE (503) 731-7851
WWW.OREGONCC.ORG



OREGON CONVENTION CENTER

777

Living
Out

OG

777 NE Martin Luther King, Jr. Blvd
Portland, OR 97232



OREGON

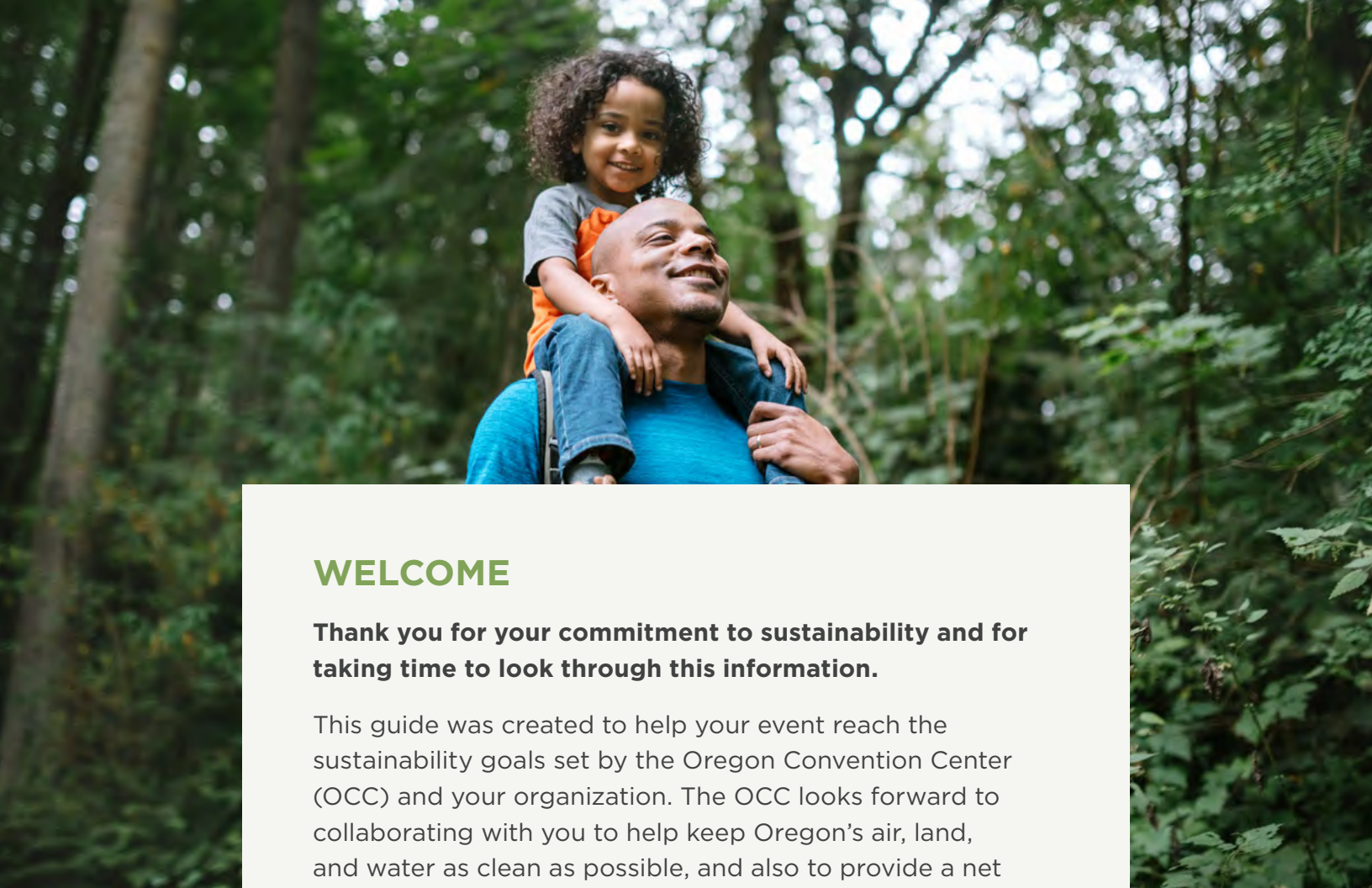
Oregon
Convention
Center

Living
Our

GO

SUSTAINABLE
EVENT GUIDE

SPARK.



WELCOME

Thank you for your commitment to sustainability and for taking time to look through this information.

This guide was created to help your event reach the sustainability goals set by the Oregon Convention Center (OCC) and your organization. The OCC looks forward to collaborating with you to help keep Oregon's air, land, and water as clean as possible, and also to provide a net positive experience for our local community. In doing so, we will be partnering to design and execute a successful and sustainable event.

This guide contains comprehensive information that covers many types of events. You may find that some information doesn't apply to your event. Please utilize the resources that make the most sense for your event, make adjustments as you see fit, and reach out with any questions, suggestions, or concerns.

Learn more about our collective sustainability impact at oregoncc.org/en/about/sustainability.



SUSTAINABILITY GUIDELINES

By choosing to host your event at OCC, you're reducing the environmental impact of your event.

As a **LEED Platinum** building, many green event components are built into our daily operations, such as event recycling and composting, water and energy efficiency upgrades, and reducing food waste through our catering and concessions.

We ask your assistance in our efforts by complying with the following steps for sustainability success.

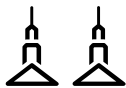
1



DESIGN YOUR SIGNAGE TO BE REUSABLE OR RECYCLABLE

Choose signs made from paper products that can be recycled.

2



KNOW WHAT'S RECYCLABLE AT OCC

Recycling varies from city to city and business to business. Review what we can recycle at our facility, purchase products that we can recycle, and encourage your exhibitors to do the same.

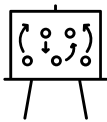
3



COMMUNICATE WITH EXHIBITORS AND DECORATORS

Sharing your sustainability efforts with staff, exhibitors, and attendees is a great public relations opportunity. Ask us for templates and tips on how to communicate your vision. Exhibitors and decorators can be some of your biggest allies in waste reduction.

4



GAME PLAN WITH THE SUSTAINABILITY COORDINATOR

Reach out to our resident expert with questions about materials choices, communication opportunities, and recycling streams.

5



DONATE LEFT OVER MATERIALS

We are often able to donate leftover goods and materials to local community organizations. This could include tote bags, clothing, water bottles, books, offices supplies, unused food, and more. Be sure to arrange donations ahead of your event to ensure compliance with the waste diversion policy.



The OCC achieved LEED Platinum recertification in 2023.

This achievement is OCC's fifth LEED certification under The U.S. Green Building Council (USGBC) program, including the original LEED-EB certification for an existing building in 2004 and four recertifications.

USGBC and its related logo, LEED and its related logo, and the LEED Certification trademarks are owned by the U.S. Green Building Council and are used with permission.

WASTE DIVERSION POLICY

BACKGROUND

The OCC aims to be the most sustainable convention center in the world — and the first choice as a venue for green meetings.

We want to weave environmentally and socially responsible actions into the fabric of our organization. Together, our administration, staff, and partners have worked to earn a LEED Platinum designation, the highest level of certification from the U.S. Green Building Council.

Additionally, we are certified Platinum for sustainable events by the Events Industry Council (EIC). The EIC Sustainable Event Standards certification recognizes our green policies and practices, and provides a roadmap for planning sustainable events. To maintain our certifications, we track our results and continuously seek opportunities to contribute to the fields of sustainability and event management.

The OCC has a long term goal of reaching at least a 70% diversion rate, and this can only be achieved if we ensure that the material brought into the building can be recycled, donated, or taken back by the company that produced it. We also have to ensure that clients and decorators leave the facility in the manner that requires only routine cleaning and maintenance.

In order to achieve this goal, we need to ensure that we promote sustainable practices in all aspects of our organization and effectively manage the materials that are brought into, and disposed at, the OCC.

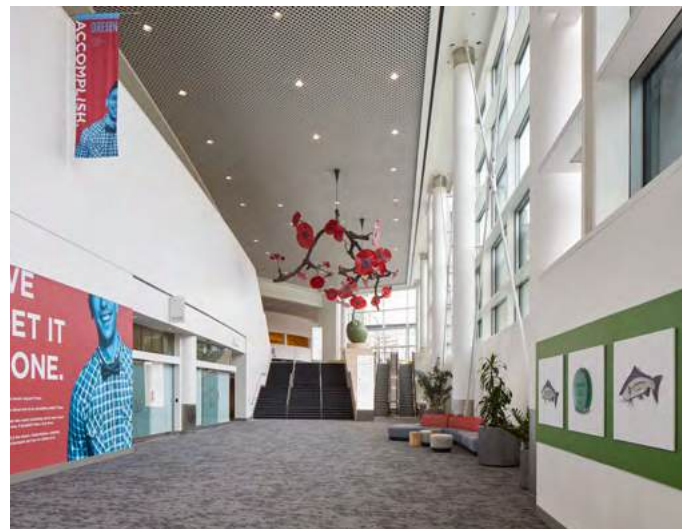
Our partnerships are essential to this success and we look forward to continuing to develop innovative solutions in this field.

REQUIREMENTS

A waste diversion deposit is required for contracted events using any exhibit hall or ballrooms over 25,000 square feet.

The OCC prohibits certain materials inside the building. **We also require that all recyclable materials and donations be properly sorted to ensure we are diverting as much from landfill as possible.**

Please reference the facility and services rate sheet for the current deposit structure. The deposit is structured for the contracted event to be in total compliance or in non-compliance, there will be no partial credit given. The deposit will fund the additional labor required by OCC to sort materials and pay disposal fees.



WASTE DIVERSION POLICY

COMPLIANCE DETAILS

The OCC requires 100% compliance with this policy and the steps below in order to receive a credit towards the master bill.

When the licensee complies with this policy, a credit will be included in the master bill. Licensee hereby agrees to the terms of this waste diversion policy and understands that failure to comply will result in loss of entire deposit.

- Glass
- Metal
- Mixed recycling
- Plastic containers, pots, and buckets
- Plastic film and shrink wrap
- Styrofoam
- Vinyl tablecloths
- Wood
- Yard debris, plants, trees*

OCC provides recycling containers for exhibitors, decorators, and attendees that include separate streams for recyclable and landfill materials. Licensee is responsible for the placement of all of these items in clearly marked designated stations on the show floor. Licensee will forfeit deposit if OCC discovers any items in contracted spaces post event.

4. Licensee must leave exhibit hall show floor in a broom swept condition upon completion of event.

5. Donations must be pre-approved and removal arranged in advance.

- Preapproval of a plan for donation is required to ensure the material or items can be donated. Please send information regarding what potential items you have to donate and an estimated quantity. Your event manager and the OCC's sustainability coordinator will confirm approval of the plan.
- Any items left behind will become property of OCC. The OCC will determine the best method to manage the material, in accordance with applicable Oregon law. This may cause a loss of licensee's deposit.

1. Licensee will not bring in any of the following prohibited items:

- Foam core signage
- Hazardous substances
- Helium balloons
- Single-use plastic bags

2. The following items are allowed in the building, however, licensee shall not leave any of the following at OCC upon the completion of their event:

- Electronics, furniture, or equipment
- Carpet, carpet scraps, or carpet padding
- Crates, plywood, particle board, and painted or treated wood
- Items that are unable to be donated
- Non-recyclable signage
- Pallets
- Vinyl banners

3. Licensee MUST ensure that all of the following recyclable items generated by the licensee be placed into proper receptacles:

- Cardboard
- Food scraps

RECYCLING SORTING GUIDE



Hello!

MEET OUR RECYCLING CAGES

OCC's oversized recycling cages are located on the event floor at recycling stations during event move-in and move-out. They're here to make recycling materials easier for folks before event guests arrive.



CARDBOARD

Cardboard boxes
Cardboard tubes
Cardboard signage



FOOD SCRAPS

Food scraps only
Coffee grounds
Meat and bones
Dairy products
No compostable tableware or packaging



GLASS

Glass bottles and jars
No plate glass, drinking glasses, or ceramic dishes



PLASTIC FILM

Plastic film and sheets
Shrink wrap
Bubble wrap
No single-use plastic bags



RECYCLING (MIXED)

Aluminum bottles
Aluminum cans
Paper
Plastic bottles
No plastic bags, liquids, or coffee cups



STYROFOAM

Styrofoam blocks
Styrofoam packing material



VINYL

Vinyl tablecloths
No vinyl banners



LANDFILL (GARBAGE)

Coffee cups
Compostable tableware
Recyclables contaminated with food residue

EVENT MATERIAL REFERENCE GUIDE



Hello!

MEET OUR MIXED RECYCLING BIN

Just like you might use at home, OCC's mixed recycling goes in large blue flip-top bins. These bins are located at our recycling stations on the exhibit hall floor during move-in and move-out.

PROHIBITED ITEMS	DO NOT LEAVE BEHIND	PLACE IN CORRECT RECEPTACLE
 - Foam core signage - Hazardous substances - Helium balloons - Single-use plastic bags	 - Electronics, furniture, or equipment - Carpet, carpet scraps, or carpet padding - Crates, plywood, particle board, and painted or treated wood - Items that are unable to be donated - Non-recyclable signage - Pallets - Vinyl banners	 - Cardboard - Food scraps - Glass containers - Metal - Mixed recycling (aluminum bottles and cans, paper, plastic bottles) - Plastic containers, pots, and buckets - Plastic film and shrink wrap REUSABLE beverage cups and black food baskets - Styrofoam - Vinyl tablecloths - Wood (unpainted, clean dimension lumber only) - Yard debris, plants, trees

SUSTAINABLE SIGNAGE MATERIALS

GOING GREEN DOESN'T MEAN GOING WITHOUT.

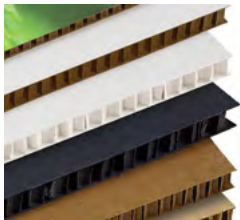
Foam core and other non-recyclable signage is prohibited inside the OCC, but you have options! The following list is a sample of more sustainable alternatives to non-recyclable signage products. When printing signs, consider these materials instead.

Our staff are available to help answer questions about alternative materials and the ability to recycle other products. If you have any questions, please contact your sales or event manager, or the OCC's sustainability coordinator.



ECODISPLAY BOARD from Duratex/Grimco

EcoDisplay is 100% recyclable and biodegradable; the core contains at least 48% pre-consumer recycled content, making it easy to fit into standard paper recycling programs. Made from environmentally friendly wood pulp, water, and starch, EcoDisplay is high strength, lightweight, and dimensionally stable.



FALCONBOARD® from Hexacomb®

Falconboard® offers superior performance over most traditional foam board options as well as high-quality printability. Falconboard® is the only graphic display board made from reusable, renewable, and 100% recyclable kraft paper honeycomb material.



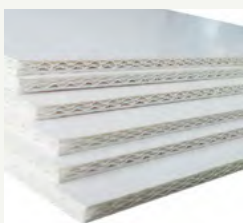
LEGACY ECOBOARD from Sonoma Graphic Products

Made from 100% virgin wood fibers, Legacy EcoBoard is a sustainable, cost-effective alternative to foam PVC and other plastic composites. Ideal for indoor, short term signage. It's triple-coated surface results in a bright, smooth finish and is compatible with offset, screen or large format printing.



CONVERD® BOARD from Neenah Paper and Packaging

ConverD® is an environmentally responsible and recyclable paper-based rigid board. ConverD® offers a bright white dimensionally stable and rigid surface for indoor and short term outdoor signage applications. The product incorporates 10% post consumer waste to achieve maximum sustainability without sacrificing the print quality or surface characteristics.



DISPA® from 3A Composites

DISPA® are eco-friendly paper boards for screen and digital printing, made of FSC®-certified paper, and are 100% recyclable. DISPA® paper boards offer an optimal level of flatness, excellent dimensional stability, and are also lightweight.

COMMUNITY PARTNERS

Please note that any donations coordinated by OCC need to be pre-approved with your event manager and the sustainability coordinator. In-kind donations are accepted at the discretion of each organization.

More information about our community partnerships and our donation program is available at oregoncc.org/en/about/sustainability/community-engagement.

NAME	ITEMS NEEDED MOST
Blanchet House 310 NW Glisan Street, Portland 503-226-3911 blanchethouse.org	Men's hygiene items, new men's undergarments and socks, work pants, jeans, sweatpants, work boots, new or gently used shoes, hats, gloves, coats, tarps, blankets, laundry soap, dish soap, and hand sanitizing wipes.
Habitat for Humanity ReStore 10445 SE Cherry Blossom Drive, Portland 503-283-6247 pdxrestore.org	New or gently used building materials and home goods, light fixtures, new light bulbs, electrical supplies, quality cabinets, all varieties of metal fasteners and hardware, door knobs, hinges, flooring, furniture, and tools.
Oregon Food Bank 7900 NE 33rd Drive, Portland 503-282-0555 oregonfoodbank.org	Shelf-stable milk, canned meats, canned or dried beans, canned fruits and vegetables, brown rice, whole grain cereal, whole-wheat pasta, canned soups and stews, and 100% fruit juices.
ReBuilding Center 3625 N Mississippi Avenue, Portland 503-331-9291 rebuildingcenter.org	Building materials, antique/vintage furniture, lumber, trim, fencing, doors, windows, tubs and sinks, glass mirrors, cabinets, and appliances. Donations are accepted at staff discretion and must be in reusable condition.
Schoolhouse Supplies 4916 NE 122 ND Avenue, Portland 503-249-9933 schoolhousesupplies.org	Basic school supplies, backpacks, binders, classroom materials, non-English books, office supplies, arts and crafts supplies, 8.5 x 11" paper, cardstock, envelopes, cleaning supplies, and new hygiene items of all types.
Scrap PDX 1736 SW Alder Street, Portland 503-294-0769 scrappdx.org	Artist supplies, books and magazines, collage and scrapbooking, containers, crafts, fabric, gift wrap, party supplies, beads, mat board, frames, sewing notions, yarn, office supplies, paper, ephemera, and greeting cards.
Transition Projects 665 NW Hoyt Street, Portland 503-280-4700 tprojects.org	Clothing for adult men and women, undergarments, socks, shoes, shoelaces, belts, hats, gloves, new or gently used linens, laundry soap, dish soap, twin air mattresses, tarps, umbrellas, backpacks, and housewares.
Vietnam Veterans of America* 7600 SE Johnson Creek Blvd, Portland 503-558-2970 vva.org/pickup-locations/oregon	Clothing and shoes of all types and sizes, household items, books, toys, bikes, stereos, radios, portable TVs, bedding, curtains, small furniture and rugs, small appliances, tools, jewelry and cosmetics. *Donation pick-up service

SUSTAINABILITY FOR EVENT ATTENDEES



Hello!

MEET OUR RECYCLING “TRIPLES”

OCC’s convenient recycling “triples” are always located throughout the building plus event spaces. They’re here to help event guests quickly and easily sort their mixed recycling from landfill materials.

WELCOME

We are proud to be a leader in sustainability and as a LEED Platinum building and have certain key practices in place to support sustainability.

Please join us in being a part of keeping Oregon healthy and thriving for future generations (and events) to come!

HERE’S WHAT YOU CAN DO

Reduce Waste

1. Utilize any of our 19 water bottle filling stations throughout the building with a reusable water bottle.
2. Opt for a durable coffee mug at one of our coffee stations, or a reusable travel mug if you are on the go.
3. Purchase products with less packaging, and ensure waste goes in the right place. Any to-go boxes, plastic utensils, and coffee cups go in the trash. Please recycle any papers, bottles, or cans.
4. Go digital for brochures, and recycle any leftover paper items at the end of your event.
5. Ensure lanyards get returned to collection boxes if your event has a lanyard reuse practice in place.

Use Sustainable Transportation

6. Use nearby TriMet MAX lightrail, bus (#6), Portland Streetcar, or one of our many bike rental programs around town to see the sights!
7. OCC’s Parking Garages have bike parking and electric vehicle (EV) charging stations.

Support Local Business and Artists

8. If purchasing gifts, consider supporting local vendors to reduce impacts of transporting goods long-distance.

Check Out OCC’s Sustainability Features

9. Lounge in one of our nature-inspired lobby areas. The Carpet and Rug Institute Green Label Plus carpet is made of nontoxic recyclable materials and inspires a lichen-covered forest floor.
10. Walk along the south end of our building to check out our innovative rain garden, which collects rainwater from 5.5 acres of roof and filters out particulates before entering the watershed. This keeps our beautiful waterways clean and healthy, and helps us maintain our Salmon-Safe certification.
11. Find a high vantage point to see our rooftop solar array. This collection of over 6,500 solar panels provides 25% of the building power needs, and the rest we offset through Pacific Power’s Blue Sky® renewable energy program.

ADDITIONAL RESOURCES



Hello!

MEET OUR GARBAGE/LANDFILL “WHALES”

A cute name for a big problem - garbage, not whales. These big blue bins are located at recycling stations during event move-in/move-out. Please consider your event’s impact on the amount of waste added to whales.

This guide to sustainability is just the start. There are more sustainability resources on our website specifically for event organizers and decorators.

Check out the links below for communication templates to help talk about sustainability with your event partners and guests, sustainable transportation options around the OCC, plus maps of guest amenities inside the building like water bottle refilling stations and more!

SUSTAINABILITY



oregoncc.org/en/about/sustainability

WASTE DIVERSION



oregoncc.org/en/waste-diversion

TRANSPORTATION



oregoncc.org/en/attend/parking-directions

COMMUNICATION TEMPLATES



oregoncc.org/en/talk-trash

LEED PLATINUM CERTIFICATION



oregoncc.org/en/about/sustainability#LEED

MAPS OF GUEST AMENITIES



oregoncc.org/en/attend/maps



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UPDATED FEBRUARY 2025

OREGON

Oregon
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503-731-7822

nancyreimer@oregoncc.org
oregoncc.org



CAPTURE MORE LEADS. CLOSE MORE DEALS.

EARLY ORDER DISCOUNT ENDS FRIDAY, AUGUST 19, 2026

MobilePlus™

Honeywell Handheld Scanner
Dedicated Device, Onsite

Discounted

\$369.00

Show Rate

\$419.00



LeadsPlus™ II App

Capture Leads on Your Own Phone
Flexible. Scalable. Built for Teams.

	Discounted	Show Rate
First License	\$359.00	\$409.00
Additional	\$99.00	\$149.00
Bundles		
3 Pack	\$499.00	\$549.00
6 Pack	\$799.00	\$849.00
10 Pack	\$999.00	\$1049.00



RESERVE MY LEAD RETRIEVAL

Need help choosing?
Call: 985-809-0600

www.american-tradeshow.com / orders@american-tradeshow.com
217 General Patton Ave. Mandeville, LA 70471